

# **BADMINTON CLUB CONSTITUTION**

## **1. Club Name and Affiliation**

The Club is called The Three of Clubs Badminton Club, and is affiliated to Badminton England.

## **2. Aims and Objectives**

The aims and objectives of the Club are to:

- play and promote badminton
- offer badminton coaching and competition opportunities to all Members
- provide duty of care and protection to all Members
- ensure all Members are treated equitably

## **3. Club Structure and Adoption of Policies**

The Club and its Members adopts all Policies and Codes of Conduct as listed and detailed in Appendix 1 – All Policies & Codes of Conduct.

The Junior Coaching Session is a section of the Club and as such will be subject to the regulations of the constitution and deemed to accept these regulations and codes of practice that the Club has adopted.

## **4. Finance and Accounts**

All Club monies will be banked in an account held in the name of the Club.

The accounts will be kept by the Treasurer and presented annually to the Members.

Accounting information will also be made available to any full Member of the Club upon request to the Treasurer.

The financial year of the Club will end on 30th April.

Any cheques drawn against Club funds will be signed by either the Club Treasurer or any two other Committee members.

The Club will be run on a not-for-profit basis with fees set at a level to cover costs.

Should the Club makes a surplus, Members, under the advice of the Treasurer, can vote at the AGM to either a) re-invest all funds in the Club or b) donate up to 50% of the surplus to the Social Committee (if one exists) for use on Member's events and reinvest the remainder in the Club.

Should The Three of Clubs Badminton Club no longer be viable, the accounts will be wound up. Any residual funds will first be used to pay creditors of the Club. Any further funds will then either be distributed evenly amongst the Members or donated to an organisation with similar aims and objectives to the Club. The destination of

such funds is to be decided by a majority vote of the Members of the Club at the time of winding up.

## **5. Running of the Club**

The Club will be run by a committee consisting of:

- Chairman & Match Secretary
- Secretary
- Treasurer
- Bookings Officer
- Tournament & Social Secretary
- Juniors & Child Welfare Officer

At the AGM, the Committee will resign and a new Committee be elected by the Members. Previous Committee members are eligible for re-election.

The quorum for Committee meetings is more than 50% of Committee members.

The Committee will undertake to run the Club on behalf of the Members. Any decisions that significantly affect the Members shall be discussed with said Members before the Club commits to any course of action.

The Committee has the authority to change or add to the bye-laws at any time during the year, provided the change is carried by a majority vote at a minuted meeting of the Committee.

The Club may also choose to appoint officers of the Club with specific responsibilities outside of the above Committee and in a non-executive capacity.

## **6. Selection Committee**

Team entries, captains and members are decided by the club as a whole, at an EGM to be held at a date agreed at the AGM.

If the club as a whole is unable to select all of the teams by the end of the specially convened meeting then a Selection Committee will be elected (from those volunteering) at the EGM to select the remaining teams.

The EGM (or Selection Committee if the EGM cannot come to an agreement) will undertake to:

- allocate players to the teams
- decide into which league each team shall be entered

The number of teams to be entered will be decided by the Committee prior to the meeting, based upon the number of players available.

## 7. Membership

- All Members will be subject to the constitution and all codes of conduct adopted by the Club
- All Members wishing to play for a team must be registered Members of the Club.
- All Members of the Club are required to pay a membership fee subject to section 8 below.
- The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will have an equitable pricing policy and will keep subscriptions at a price that will not pose a significant obstacle to people participating.
- Membership will be enrolled in one of the following categories:
  - Full or adult member
  - Junior member

Registered Members will be **eligible** for team places. However, selection and participation in matches is not guaranteed.

## 8. Fees

Fees will be reviewed and set annually by the Committee, with the aim of maintaining a consistent cash balance (as we operate on a not for profit basis). The budget will be presented at the AGM each year.

Membership fees are to be collected by the Treasurer. Fees are due under the following schemes (this covers the regular season only and does not include summer clubs or tournaments held throughout the year):

- a) 100% on 1 September; or
- b) 50% on 1 September and 50% on 1 January

Visitors will also be charged a fee to be collected by the Treasurer.

Any individual who does not pay membership fees within 2 months of the due date shall not be considered to be a Member of the Club and will become liable for all backdated visitor fees, as well as future visitor fees. The Club reserves the right to deny play on Club evenings to such individuals if monies are not received in advance for that evening. This rule may be waived in individual cases by a unanimous vote of the Committee.

Match Fees (if applicable) shall be paid to the Treasurer by each Team Captain on behalf of the whole team. Fees are due to the Treasurer in full on the day following the match. It is the responsibility of the Team Captain to collect monies payable by their team in respect of Match Fees.

## **9. AGM**

The Annual General Meeting (AGM) will be held in May/June. At least 21 days notice will be given to Members by the Committee.

The Agenda will include:

- a report from the Committee
- Treasurer's report and the year's Accounts
- proposed fee structure for the coming year
- resignation of the current Committee
- election of the Committee for the coming year (previous Committee members are eligible for re-election).
- election of the Selection Committee for the coming year (previous Committee members are eligible for re-election)

All registered Members have the right to vote at the AGM. Parents/guardians are entitled to vote on behalf of members under the age of 16. The quorum for AGMs is more than one third of Members.

Members have the right to call for an Extraordinary General Meeting (EGM). It shall be held at the request of the Committee or at least 25% of registered Members.

Notice for an EGM will be the same as for an AGM (i.e. 21 days).

## **10. Disciplinary & Appeals**

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

The Management Committee will meet to hear complaints within 30 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 30 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 30 days of the Secretary receiving the appeal.

The club will work to best practice in dealing with disciplinary issues as laid down in the Badminton England Disciplinary Regulations.

## **11. Constitution Changes**

This Constitution can be changed only by majority vote at an AGM or EGM.

## **BYELAWS AND OTHER REGULATIONS**

### **1. League and Friendly Matches**

Members taking part in league and friendly matches shall pay a match fee for home and away matches at an amount as shall be agreed from time to time by the Committee.

### **2. Guests and Attendance of Members**

Club Members shall be entitled to bring or invite guests but should contact a member of the Committee beforehand to ensure that it is appropriate. A guest shall pay a visitors fee for each session played as shall be fixed from time to time by the Committee.

All guests must be registered on arrival with either the Secretary, Treasurer or another member of the Committee as agreed.

Any guest may play a maximum of six club sessions as a guest, after which they must make an application to the committee for full membership. Applicants for membership must have played at least two club sessions before making their application for membership. The decision on any applicant must be made within two week of application date (although may start before application to pre-approve a member) and must be supported by a majority of committee members who have seen the player at a club session. Any committee member who has not voted within the week shall count as an abstaining vote. Approval shall be counted on simple majority of non-abstaining votes. In the event of a tied vote, an abstaining committee member must observe the player and vote at the earliest opportunity to break the tie. If there are no abstentions, the committee must discuss the candidate and all votes must then be recast. This process continues until the tie is broken. On approval, membership fees will fall due under Bye-Law 6.

Club insurance only covers guests for up to six sessions per season.

### **3. Club Evenings**

After gaining access to the court, Members are asked to begin their game as soon as possible in order to enable the maximum number of games to be played during each club session.

The Club reserves the right during the season (1 September to 30 April) to split court time between groups of Members for specific purposes. If this right is exercised, the Club shall ensure that courts are allocated in such a way as to give all individual Members equal court time and therefore not to restrict any Member's access to facilities. Members may at any time remove themselves from games they do not wish to play.

#### **4. Membership of the Leagues**

The Chairperson and Club Secretary shall be the Club's official representatives at general meetings of Leagues and shall have the power to vote on all matters affecting the Club's interest. If unable to attend or act in these capacities, the Committee shall have the power to appoint another member of the Committee to officially represent the Club at such meetings.

#### **5. Entries in Leagues**

The Committee will inform the Club Secretary by the end of July how many teams to enter and into which league(s) and the Secretary will ensure that the Club's entry applications are made to the league in line with the appropriate due dates.

The Selection Committee will then allocate players to these teams at the EGM, which may be held at a later date.

#### **6. New Members Joining Mid-Year**

The Club may accept applications for membership made mid-year. The Committee shall decide whether or not to accept the application for membership. The fee payable shall be a proportion of the standard yearly fee based on the number of remaining sessions and the total sessions covered by full membership in that year.

Non-Members seeking membership at the Club must attend for a minimum of two weeks before the Committee may accept or reject their application.

#### **7. Club Tournaments**

Club tournaments may be arranged at the discretion of the Committee. All Members will be eligible to compete. The Committee shall have the power to arrange tournaments in whatever manner they see fit and shall also have the power to co-opt Members, if necessary, solely for the purpose of organising such tournaments. Trophies shall remain the property of The Three of Clubs Badminton Club at all times.

#### **8. Team Selection (Friendly and League)**

Selection for all teams will be made by the Selection Committee (see section 9 Selection Committee). If necessary thereafter, the Team Captain may organise reserves and/or make permanent changes to their team if a player leaves and inform the Match Secretary.

All individuals who are Members of the Club at the time of the team selection for any season may be considered for team places during that season. Thereafter, new Members may be asked to reserve or to fill any permanent team positions arising due to the withdrawing of an existing team Member.

To be considered for a team, a member must complete and return their annual membership form including which teams they would like to play in, to the

Club Secretary so that they can be compiled and passed to the Selection Committee in good time for the selections to be made.

### **9. Selection Committee**

The Selection Committee must rank each team in order of ability, starting with an A team, within each type (mixed/mens/ladies), and select players from those available to play on each team.

The Selection Committee must inform the Match Secretary one week prior to each league fixtures meeting of the players on each of the relevant teams.

### **10. Match Fixtures**

Following team selection, fixtures will be arranged by the Match Secretary. Any subsequent rearrangement that may be required is the responsibility of the Team Captain affected, in consultation with the Match Secretary.

The Team Captain is responsible for contacting team members to ensure they are available for all fixtures and should contact all team members one week before all fixtures to ensure attendance.

### **11. Match Reserves**

A match reserve shall be selected from team reserves as designated at the start of the season. Should this not be possible for whatever reason, precedence should then be given to registered Members of the Club and finally to any other available player.

All reserves must be appropriately registered with the relevant league. In the event this is not the case, the team for which the reserve is playing and the opposing team should be made aware of this fact. League rules governing non-registered players will then come into effect.

Should the Team Captain require a reserve player, it is their responsibility to arrange this. They should discuss all such arrangements with the Match Secretary to ensure that the player selected is eligible to play.

### **12. Coaching**

The Club shall, where possible, provide its Members access to qualified coaching.

Qualified coaching shall only be provided where the cost does not significantly affect membership fees as it is considered a desirable but not a required Club feature.

### **13. Social Committee**

The Club may select a Social Committee to organise events for its Members other than those that are the responsibility of the Committee. The Social Committee may be composed of any number of Members, as decided by the Club Members at the AGM.

The Social Committee do not have any role other than organising social events and do not have votes on the regular Committee.

#### **14. Expenses Incurred on Behalf of the Club**

Members shall be permitted to claim expenses from the Treasurer for any costs incurred on behalf of the Club. These must be submitted in good time, with receipts. The Treasurer shall be the final arbiter of what constitutes an expense on behalf of the Club, and wherever possible should be consulted prior to any expenses incurred.

#### **15. GDPR (General Data Protection Regulation) Compliance**

The Club seeks to ensure that the personal data we hold about our members is:

- secure
- viewed only by those who really need to view it
- limited to what is needed
- accurate
- up to date
- only kept for only as long as it is needed
- deleted / destroyed after a period of time
- available to be seen by its owner on request
- not shared with 3<sup>rd</sup> Parties unnecessarily
- easily amended if incorrect

Please contact the Club Chairman for subject access requests or to report a data breach.