

# CONSTITUTION

## Definitions

The Club	Crawley Badminton Club
Management Committee	Elected group of members of the Club responsible for managing the Club.
Chairperson	A member of the Management Committee. Has overall responsibility for the running of the Club.
Club Secretary	A member of the Management Committee. Administration office and executive assistant to the Chairperson, deputises for the Chairperson in their absence.
Treasurer	A member of the Management Committee. Responsible for managing the Club's finances.
Match Secretary	A member of the Management Committee. Responsible for organising match fixtures for teams from the Club in local leagues.
Social Secretary	A member of the Management Committee. Responsible for organising social occasions for members of the Club.
Membership Secretary	A member of the Management Committee. Responsible for the maintenance of the Members database of the Club and responsible for registering players with Badminton England.
Committee Member	A member of the Management Committee without portfolio. Responsible for ad-hoc responsibilities as decided by the Management Committee for the efficient running of the Club.
Welfare Officer	A member of the Management Committee. Responsible for ensuring the club discharges its Safeguarding responsibilities.
Club Night	The weekly meeting of the Club for the purposes of playing badminton.
Club Night Venue	The sports facility chosen by the Management Committee as the venue for the Club.
Match Venue	The sports facility chosen by the Management Committee as the venue for home league matches.
Member	A person, who must be at least 18 years of age, who has paid the membership fee or a member in the previous season who has renewed membership.
Senior Member	Any member of the Management Committee or any trusted (by the Management Committee) Member who has more than one year membership with the Club.
Season	1 August to 31 July (Membership Year)

Date of next Renewal	31 July 2024
Guest	A person aged 18 or over, who is not a Member of the Club.
EGM	Extraordinary General Meeting. Administrative meeting of the Members when not an AGM
AGM	Annual General Meeting. Annual administrative meeting of the Members.

## **1 Club name and affiliation**

The Club will be called Crawley Badminton Club and will be affiliated to BADMINTON England.

## **2 Aims and Objectives**

- a. We shall aim to be a friendly yet competitive Club catering for intermediate to good level players.
- b. We shall promote badminton in the area of Crawley, West Sussex.
- c. We shall not discriminate against anyone because of age, gender reassignment, marriage and civil partnership, pregnancy and maternity, sex, race, sexual orientation, disability, religion or other beliefs.
- d. To provide a duty of care and protection to all club members.

## **3 Management Committee**

- a. The club will be managed through the Management Committee, consisting of:
  - Chairperson.
  - Club Secretary.
  - Treasurer.
  - Welfare Officer.
  - Match Secretary.
  - Social Secretary.
  - Membership Secretary.
  - Committee members without portfolio.
- b. The Management Committee shall consist of no less than 4 Members.
- c. All Management Committee members have a right to vote at meetings of the Management Committee.
- d. Members of the Management Committee may fulfil one or more of the roles listed in article 3.a and roles may be shared.
- e. The Management Committee may fill any casual vacancy that occurs.
- f. The Management Committee will be convened by the Club Secretary and shall meet at least 3 times per year.
- g. The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- h. The Management Committee sets the Rules and Code of Conduct that shall be adopted by all members.
- i. The Management Committee shall resign at the AGM and will be eligible for re-election.
- j. A minimum of 50% of serving Management Committee members are required to form a quorum at AGM, EGM and Management Committee meetings.
- k. In case of resignation of ALL of the Members of the Management Committee an EGM shall be organised where elections for new Management Committee Members shall take place.
- l. The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings which will be conducted in accordance with the Badminton England Disciplinary Regulations.

## 4 Club Policies

- a. The club adopts the following policies/codes and the Rules, Regulations and Code of Conduct (Appendix 1)
  - Badminton England Safeguarding & Protecting Young People policy.
  - Badminton England Code of Ethics and Behaviours.
  - Badminton England Disciplinary Regulations.

## 5 Finance and Accounts

- a. All club monies will be banked in an account held in the name of the Club.
- b. The Club Management Committee will be responsible for the finances of the club which will be managed by the Treasurer.
- c. The accounts will be kept by the Treasurer and presented annually at the AGM.
- d. At least 2 members of the Management Committee shall be signatories on the bank account.
- e. The Club shall be run as a not-for-profit organisation.
- f. The financial year of the club will end on the last day of July each year.
- g. Any cheques drawn against club funds shall be signed by the Treasurer and one other signatory on the bank account.

## 6 Membership

- a. All members shall be subject to the regulations of the constitution and by joining the club will be deemed to accept the policies/codes, Rules and Code of Conduct that the club has adopted.
- b. All members shall observe the laws of badminton and will be registered by the Club with Badminton England.
- c. Members must be at least 18 years of age or a member in the previous season who has renewed membership.
- d. Fees will be reviewed and set annually by the Management Committee and presented at the AGM.
- e. Members will be enrolled in one of the following categories:
  - Ordinary Membership – An Ordinary Member of the Club must have paid the full yearly membership fee. At the discretion of the Management Committee, any person may join the Club after the start of the Season as an Ordinary Member for a discounted fee.
  - Student Membership – A Student Member of the Club must have paid the full yearly membership fee subject to a discount at the discretion of the Management Committee upon production of evidence of the Applicant being in full-time education at the time of joining the Club.
  - Junior Membership (only available to existing members) – A Junior Member of the Club must have paid the full yearly membership fee subject to a discount at the discretion of the Management Committee upon production of evidence of the Applicant being between 16 and 18 years of age at the time of joining the Club.
  - Casual Membership - A Casual Member of the Club must have paid the joining fee and must pay the pay-to-play fee each week they attend Club Night.
- f. The Management Committee may refuse, at their discretion and in a non-discriminatory and fair basis in accordance with the aims and objectives of the club, to allow a person to become a Member.
- g. No refund of the membership fees is possible after payment has been made.
- h. Membership (between the Club and the Member) may not be transferred to a third party.

## **7 Annual General Meetings (AGM)**

- a. The Annual General Meeting shall be held in a location chosen by the Management Committee.
- b. The Management Committee shall give at least 21 days notice to the Members of the Club. The notice of the AGM will be communicated to all members by email.
- c. The Agenda will include:
  - The annual report from the Management Committee.
  - The season's accounts will be presented.
  - Any revised fees will be presented.
  - Any consideration(s), and if approved, sanction(s) of duly made alternation(s) to the Rules, Regulations and Code of Conduct.
  - Other club matters to be discussed.
  - Resignation of the current Management Committee
  - Election of the Management Committee for the coming season.
- d. Standing orders or rules may be changed by a majority decision.
- e. Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.
- f. All members have the right to vote at the AGM.
- g. Voting shall be done by a show of hands.
- h. One quarter of all paid-up Members of the Club shall constitute a quorum.
- i. The Chairperson shall have casting vote (or additional vote) in case of a tie.

## **8 Extraordinary General Meetings (EGM)**

- a. An EGM may be convened at anytime by the Management Committee. Procedures for EGMs will be the same as for the AGM.
- b. Members have the right to call for an EGM, which shall be held at the request of at least 25% of all paid-up Members of the Club.
- c. Notice for an EGM will be the same as for an AGM.
- d. An EGM may be convened (not exhaustive):
  - To arrange league and match fixtures or team entries/composition.
  - To consider, and if approved, sanction any duly made alternation to the Rules, Regulations and Code of Conduct.
  - To deal with any special matter which the Management Committee wishes to place before the Members.
  - To remove any member(s) of the Management Committee from office and to fill any vacancies.

## **9 Safeguarding Young People**

- a. All concerns, allegations or reports of poor practice/abuse relating to the welfare of young people will be recorded and responded to swiftly and appropriately in accordance Badminton England Safeguarding & Protecting Young People policy and any associated procedures. The Club's Welfare Officer is the lead contact for all members in the event of any Safeguarding concerns.

## **10 Disciplinary and Appeals**

- a. All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary or where a complaint is made about the Secretary to the Chairperson.
- b. The Management Committee will examine and deal with complaints and disciplinaries in accordance with best practice outlined in Badminton England Disciplinary Regulations. Where a complaint is made against a member of the Management Committee they will take no part in examining or determining the outcome of the complaint.



- c. The Management Committee has the power to take appropriate disciplinary action including the termination of membership.
- d. There will be the right of appeal to the Management Committee following disciplinary action being announced. The Management Committee should consider the appeal within 14 days of the Secretary receiving the appeal.

## **11 Dissolution**

- a. A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- b. In the event of dissolution, any assets of the club that remain will become the property of Badminton England.

## **12 Constitution Changes**

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

## **13 Declaration**

Crawley Badminton Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

DATE: 12<sup>th</sup> September 2023

NAME: Umar Zia

POSITION: Club Chairperson

SIGNED: 

DATE: 12<sup>th</sup> September 2023

NAME: Jason Balmforth

POSITION: Club Secretary

## **Appendix 1 BYELAWS Rules, Regulations and Code of Conduct**

### **1 Code of conduct**

- a. All members should abide by Badminton England's Code of Ethics and Behaviours.
- b. On Club Nights, all members should be ready to play both mixed and level doubles games with partners of a variety of skills.

### **2 Matches**

- a. The Club encourages Members to wear a club shirt when playing official matches.
- b. Match players should ensure they arrive in good time for the allotted start time of both home and away matches.

### 3 Club Nights

- a. **Guests** - Members are entitled to bring a Guest on club nights but Members must obtain the permission of a member of the Management Committee. The Guest will be allowed to attend one club night only without charge. Thereafter, the Guest shall pay a pay-to-play fee (or visitors fee) at such amount as shall from time to time be fixed by the Management Committee. A Guest may attend Club Nights for a maximum of 6 weeks after which time they may not attend unless they become a Member.
- b. **Game selection** – Management Committee members will select Club Night games using a pegboard or other suitable method agreed by the Management Committee. This is to help mixing partners, making sure each Member plays as much as the others, and that games are balanced according to ability. After being called for a game players should enter their game as soon as possible.

### 4 League and friendly matches

- a. **Club entries in leagues** – The Management Committee shall make a decision as soon as possible following the AGM as to the type of and number of teams to be submitted for entry into any league for the following season.
- b. **League meetings** – The Chairman, the Club Secretary and the Match Secretary shall be the Club's official representatives at general meetings of Leagues and shall have power on all matters affecting the Club's interest. If unable to attend or act in these capacities the Management Committee shall have power to appoint another Member of the Club to officially represent the Club at such meetings.
- c. **Teams and match selection** – Match players must be Members of the Club and registered with the required local leagues. Each Team shall have a Captain to be able to enter league championships. Initially, the Management Committee shall be responsible for selecting and where appropriate nominating Teams, whose decision must be regarded as final in respect of the first matches. Thereafter, a Captain may make permanent changes to their team.
- d. **Team Captains** – In conjunction with the Match Secretary, Team Captains shall be responsible for re-arranging the date and venue if a match is postponed and informing the league Secretary (if required) of the changes. Team Captains are responsible for collecting the match fees, keeping track of payments and giving the money to the Treasurer.
- e. **Match fees** – Members taking part in league and friendly matches shall pay a match fee at an amount as shall be agreed by the Management Committee before the start of the new season.