

## **Hastings YMCA Badminton Club**

### **1. NAME**

The club will be called Hastings YMCA Badminton Club (“the club”) and will be affiliated to BADMINTON England (BE).

### **2. AIMS AND OBJECTIVES**

The aims and objectives of the club will be:

- ✎ To offer coaching and competitive opportunities in badminton where appropriate.
- ✎ To promote the club within the local community and badminton.
- ✎ To manage the Hastings YMCA Badminton official Sessions.
- ✎ To provide duty of care and protection to all club members.
- ✎ To make sure all club members are treated equitably.

### **3. MEMBERSHIP**

To ensure all present and future members receive fair and equal treatment.

Membership should consist of officers and members of the club.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.

Any player that wishes to join the club, whose ability is questioned, shall be judged throughout their six week ‘probationary period’ by at least 3 committee members present during those 6 weeks. A minimum of two of those members shall be Executive members. Their decision then shall be binding as to the player joining the club and an Executive member shall inform the player of the decision.

If any member that rescinds their membership and resigns from the club, or is asked to leave the club, then they shall only be able to rejoin by a majority decision of the committee after a period of 2 full membership years have occurred.

Members will be enrolled in one of the following categories:

- ✎ Full member not affiliated at any other BE club
- ✎ Full member affiliated at another BE club
- ✎ Junior member not affiliated at any other BE club
- ✎ Junior member affiliated at another BE club

The AGM will decide each year as to whether Student membership will be applicable.

#### 4. MEMBERSHIP FEES

Membership fees will be set annually and agreed by the Executive/Management Committee or determined at the Annual General Meeting.

All memberships are due by 1<sup>st</sup> July of each year. Any elected committee members must pay their membership by this date or will not be eligible to be a committee member.

#### 5. OFFICERS OF THE CLUB

The officers of the club (Executive Committee) will be:

- ✎ Chairperson.
- ✎ Secretary.
- ✎ Treasurer.
- ✎ Match Secretary.
- ✎ Welfare Officer /Safeguarding Officer (The club has adopted the BE Safeguarding Policy)
- ✎ In addition to the Executive Committee the committee will be;
- ✎ The number of Committee members shall be an Executive Committee plus two other full members & captains
- ✎ Any other relevant position decided at an AGM

Officers will be elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-appointment.

#### 6. COMMITTEE

The club will be managed through the Management Committee as stated above

- ✎ Only these posts will have the right to vote at meetings of the Management Committee.
- ✎ The Management Committee will be convened by the Secretary of the club and held up to 4 meetings per year.
- ✎ The quorum required for business to be agreed at Management Committee meetings will be: 3 executive officers and 3 full members
- ✎ The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- ✎ The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.
- ✎ 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.

- ✎ Any Committee member must partake in a full role according to their committee status and, if requested by the Executive Committee members, may be required to be the 'Committee Member in Charge' of a Club Night. This would require duties such as collecting fees from members and ensuring that the Club Night is run in accordance to the Club Constitution

## **7. FINANCE**

All club monies will be banked in a UK Building Society account with the Treasurer and the Chairman as signatories. This is currently Nationwide Building Society.

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on: 31<sup>st</sup> May each year.

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Within four weeks of the Date of the AGM, the Treasurer will meet with at least one executive committee member to verify the statement of accounts at the AGM.

## **8. ANNUAL GENERAL MEETINGS**

Notice of Annual General Meetings will be proposed by the Club Secretary, agreed with the majority of the committee, and not less than 21 clear days notice should be given to all members.

The AGM will receive a report from officers of the Management Committee and a statement of the annual accounts.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be 20 % of membership

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

## **9. DISCIPLINE AND APPEALS**

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The club welfare officer/safeguarding officer is the lead contact for all members in the event of any child protection concerns.

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 21 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 14 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 14 days of the Secretary receiving the appeal.

#### **10. DISSOLUTION**

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain after creditors have been paid, shall be divided equally between all current members of the club.

#### **11. AMENDMENTS TO THE CONSTITUTION**

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

#### **12. DECLARATION**

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

SIGNED:

DATE: 17/10/2020

NAME: Mr Tim Leakey

POSITION: Club Chairperson

SIGNED:

DATE: 17/10/2020

NAME: Mrs Samantha Leakey

POSITION: Club Secretary

SIGNED:

DATE: 17/10/2020

NAME: Mrs Linda Offen

POSITION: Club Treasurer