

# **Southsea Badminton Club**

## **CONSTITUTION**

Ratified by members on Tuesday, 31 July 2018

Further ratified by committee on: Thursday, 25 September 2018

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### **I. Introduction & Contact Information**

1. This document is to be reviewed once a year and ratified annually by the elected committee at the end of each AGM. Then, the committee are given one opportunity to add agreed updates to the constitution within three months of the AGM.
2. The name of this Club is ("Southsea Badminton Club"), or abbreviated to ("SBC") .
3. Club aims:
  1. To provide the community with a weekly destination to play badminton for members and the wider community.
  2. To train and help develop the members of the club.
  3. Enter teams representing the club to compete leagues and tournaments.
  4. To provide a social space for its members.
  5. To run as a non-profit organisation, putting finances back into the club at all opportunities for development.
4. The club can be contacted by one of the following:
  1. Facebook: @SouthseaBadmintonClub

2. Twitter: @PompeyBadminton
3. Contact details of the Club Chair: owen.devine@btinternet.com
4. Contact details of the Club Communications & Socials Officer:  
[lianne\\_demello@hotmail.co.uk](mailto:lianne_demello@hotmail.co.uk)

## **II. Membership**

1. Membership fees
  1. The cost of the membership for the period listed under sections II.4.1 will be priced at £10.
  2. The membership pricing will be set by the committee once a year. All pricing must remain the same for a 12 month period, for transparency with the membership.
  3. The membership cost does not include the cost of attending a session.
  4. Henceforth Membership of the club is subject to an annual membership renewal.
2. Membership benefits will include but not limited to:
  1. Eligibility to vote at both the AGM and EGM (see section V)
  2. Run for committee positions (see sections III)
  3. Play in the league
  4. Priority invitations to club social events
3. Membership Period
  1. The membership date will commence on **17 September 2018** where players will become full members until **16 September 2019**.
  2. Subject to committee approval, if a player wants to play in the league with there only being two or less games, then that player is not required to pay the membership fee but will still be subject to match and registration fees.

## **III. Committee Roles & Responsibilities**

The club will be run by a Committee consisting of the following elected representative:

1. **Roles**
  1. **Chair**

1. Will uphold democracy and transparency at the Club for the benefit of its Members.
2. Responsible for chairing all meetings.
3. Acts as a spokesperson for the club for public relations purposes.
4. Will oversee that the Committee are doing their jobs effectively in accordance with the roles defined in the constitution.
5. Jointly responsible with the Treasurer for the club's finances.
6. Will decide the ruling of any vote where the outcome is a tie.
7. Can propose a VNC in other Committee members. (See voting in section V).

## **2. Deputy Chair & Secretary**

1. Will uphold democracy and transparency at the Club for the benefit of its Members.
2. Responsible for chairing meetings where the Chair is unavailable.
3. Responsible for producing and distributing the agenda for each meeting.
4. Will take minutes of each meeting, where necessary.
5. Responsible for updating the constitution after votes pass at either an AGM or an EGM.
6. Will assume a position if a member of the Committee decides to leave.
7. Can propose a VNC in other committee members. (See voting in section V).
8. Receives, records and responds to all correspondence, with exception to league correspondence.

## **3. Treasurer**

1. Jointly responsible with the Chair for the Club's finances.
2. Responsible for the financial commitments of the Club including:
  1. League match fees
  2. Socials
3. Responsible for the collection of the following from the Club's membership :
  1. Socials

2. Annual membership
  4. Keep simple but detailed records of income and expenditure.
  5. Responsible for proposing updates to section VII of the constitution so it works for the Club and its Members.
  6. Will oversee all session income - where this is not possible, can delegate responsibility to others.
- 4. Communications and Socials Officer**
1. Responsible for the online presence and communications of the club including:
    1. The website (as defined in marketing)
    2. Social media (as defined in marketing)
    3. Email (as defined in marketing)
  2. Responsible for organising socials for the Membership.
  3. Responsible for exploring ways of growing the Membership, in consultation with the Committee.
- 5. Development Officer**
1. Responsible for encouraging the development of the playing ability of Members. (This does not necessarily mean they will coach Members themselves, but will organise development sessions for members to help improve their game.)
  2. Will look at setting up new and innovative sessions that will better further the progression of the Club's overall level.
  3. Will seek to introduce the Membership to other competitive play.
  4. Point of contact for the Membership seeking to develop their game.
- 6. League Officer**
1. Expected to attend league fixture meetings.
  2. Responsible for presenting potential candidates to assume the positions of league captains for each team per season.
  3. Will be the point of contact for all league captains and assist in match cancellations and rearrangements.
  4. Responsible for the collection of all match fees from captains in liaison with the treasurer.
  5. Responsible for registering players to play in the league.
  6. Expected to have good knowledge of the leagues rules and regulations.

7. Receives, records and responds to all league correspondence.

### **7. Welfare Officer**

1. Responsible with responding to complaints and concerns of the Membership and Committee.
2. Will be the designated Safeguarding Lead, meaning they will act as the first point of contact for coaches, volunteers, parents and children/young people in badminton where concerns about Children's Social Care, poor practice, or other inappropriate behaviours around young people or vulnerable adults are identified, and to pass these concerns on to the appropriate person or organisation.

### **2. Responsibilities**

1. All committee members are expected to attend all Regular Occurrence Meetings (ROCM). Those who fail to attend 3 consecutive or 5 meetings throughout their term will be subject to a Vote of No Confidence (VNC).

### **IV. Associate Roles**

The Club and it's Committee will be supported by non-elected associate representatives. These roles will be by appointment of the committee at a ROCM.

1. Preferred equipment supplier(s)
2. Preferred coach(es)
3. Session leader(s) (Person(s) responsible for running each club session)
4. Deputy positions of each committee member

### **V. Meetings**

1. General Meeting Information
  1. The club secretary will record and publish minutes of each meeting for the committee to review.
  2. All minutes will need approving at the following meeting.
  3. All "public" minutes will be available to paying members upon request.
2. Regular Occurrence Committee Meetings (ROCMs)

1. The Secretary will organise meetings at least once every 8 weeks (i.e. 6 meetings a year). Meeting dates and times will be set with at least 3 days notice.
  2. These meetings can only be attended by members of the Committee.
  3. If a Committee member can not attend, then they can send a Club Member in their absence, to make representations and feedback. However this Member can not vote by proxy on their behalf. Apologies must be given for absence.
  4. Should a Committee member wish to add an item to the agenda, they should submit it prior to the end date as set by the secretary who will allow good notice.
  5. All matters will be voted upon by show of hands using the FTPT (first past the post) voting system. However, anyone for any reason may request a secret ballot vote, which must be implemented.
  6. The Chair shall have the casting vote in the event of a tied vote.
  7. All votes will be minuted and all outcomes are final.
  8. The Secretary and the Communications & Socials Officer will consider what, if any, key decisions made at meetings will be communicated to the Membership.
3. Annual General Meetings (AGM)
1. The AGM will be held annually, before the start of the next league season and after the previous season has finished. Usually this will be between the months of June and September.
  2. A minimum of 21 days notice in writing will be given to all members.
  3. All members will have equal opportunity to run for each Committee position. They will submit manifestos no later than 7 days prior.
  4. The Chair in his/her absence, will be represented by another member of the Committee as selected by the meeting.
  5. The committee will appoint, as voted upon at the preceding ROCM, a returning officer who is expected to run the AGM democratically. They do not necessarily need to be a Member of the club.
  6. The Agenda of this meeting will be:
    1. Reports from the Committee
    2. Treasurer's report and end of year's account

3. Vote on changes to the constitution
  4. Resignation from the Committee
  5. Introduction of Committee candidates
  6. Candidate question and answer session
  7. Election of the Committee for the coming season
  7. Only the membership present at the AGM has the right to vote; no votes by proxy.
  8. Persons eligible to vote at general meetings:
    1. Adult members shall each have one vote
    2. Committee shall each have one vote unless they already qualify under adult membership
    3. Junior members (under 18s) can be represented by a parent/carer who can vote on their behalf.
    4. The sitting Chair shall have the casting vote in the event of a tied vote (unless the tied vote relates to the Chair position).
  9. Committee elections will always be conducted by a secret ballot using the First-Past-The-Post (FPTP) system.
  10. All other matters will be voted upon by show of hands using the FTPT voting system. However, if any member may request a vote by secret ballot, which must then be implemented.
  11. All votes will be minuted and all outcomes are final.
  12. Any unfilled position may be appointed as per a vote by the committee at a later date of the AGM.
4. Extraordinary General Meetings (EGM)
    1. A minimum of 14 days notice in writing will be given to all Members.
    2. Should an important matter arise that requires the Members' votes, such as the replacement of a Committee member, then this meeting will be called and advertised, much like an AGM.
  5. Committee Online General Meeting (COGM)
    1. At any point, a committee member may need an urgent vote on a matter that has arisen. They may pass the information they need rising and for a vote to pass on, to be proposed by either the club Chair, or Deputy Chair.
    2. The matter will be presented to the committee into a communication chain (either by email or message group) and then committee members will have 4 hours to respond to the vote at stake.

3. Those who respond positively (ie “Yes”, thumbs up emoji, “Y”, “sure”) will be in favour of the vote. Equally those who respond negatively, will not be in favour.
4. Those who do not respond within 4 hours, will automatically abstain from the vote.

## **VI. Voting**

1. General Voting Regulation
  1. For any vote to pass (unless specified separately) a more than 50% majority is required.
2. Vote of No Confidence
  1. In certain circumstances, the Chair or Deputy Chair may wish to enact a Vote of No Confidence (VNC) in a Committee member at a ROCM. If this occurs then the follow procedure in order will take place:
    - i. Ask the person requesting the VNC to make their case for the vote.
    - ii. Ask the person they wish to VNC to respond appropriately. The Chair must allow for a fair amount of time for a response.
    - iii. The Chair will ask the person subject to the VNC to leave the room while the vote takes place.
    - iv. The vote will take place by means of a secret ballot.
    - v. There must be in excess of 50% of the vote for that person to be removed from their post, otherwise they will remain in the role.
      1. In the case where there equal votes for and against, then the VNC fails.
  2. Instances where other members of the Committee wish to enact a VNC against either the Chair or Deputy Chair, then this Committee member must have the support of two other Committee members and will follow the process as listed in VI.1.1.

## **VII. Marketing**

1. Branding



- a. The brand will reflect the club's image and act as an asset that the public will recognise. It is the responsibility of the Communications & Social Officer to maintain the branding across the entire club and online presence.
  - b. Where necessary, the Communications & Social Officer will create an appendix that will be voted on by the committee for brand guidelines that must be followed throughout the Club's internal and external appearance.
2. Associated Social Media Accounts
    - a. The following social accounts are used to help promote the club in the community, advertise club sessions dates and times, promote the league matches, act as a point of contact for the membership and to advertise any other opportunities that are relevant to members. These accounts include but are not limited to:
      - i. Facebook page: "Southsea Badminton Club", @SouthseaBadmintonClub,
      - ii. Twitter page: "Southsea Badminton Club", @PompeyBadminton, twitter.com/pompeybadminton
3. Associated Website
    - a. The following website is used to help promote the club in the community, advertise club sessions dates and times, promote the league matches, act as a point of contact for the membership and to advertise any other opportunities that are relevant to members. The website:
      - i. <https://portsmouthbadminton.org.uk>
4. Associated E-mail list
    - a. The list of contacts collected previously and on an ongoing basis, as currently hosted on MailChimp, in line with relevant data protection laws as defined in the Bylaws and Regulations (IX).
    - b. This list may only be used by the Chair and Communications and Socials Officer. Other committee members may only access this information by request.

## **VIII. Finance**

1. All club finances may only be accessed by the Treasurer and the Chair.

2. All money will be banked into the Club bank account to support the costs of league entries, social events and other club administration costs.
3. The club will run as a non-profit and any excess money will be reinvested into the development of the club or it's members.
4. Income from sessions and league matches will go towards the cost of shuttles, court fees, league registration fees and running the club.
5. The Finance Office will continue to monitor the income and expenditure and is expected to keep the committee up to date
6. League Match Fees
  - a. To play in the league, a player must have paid the Membership fee (see II.1)
  - b. League fees will be £5 per match for home and away matches.
7. Club Sessions
  - a. Club sessions will be charged at £5 for all players
8. Socials
  - a. Socials will be organised by the Communications & Socials Officer in conjunction with the committee. Any upfront admin fees and costs will be paid out of the Club's bank account.
9. Reimbursements
  - a. Personal bank accounts may be used to cover any required costs. All costs will be reimbursed only by proof of receipts. This will be recorded by the Treasurer and reported on at the end of the year.

## **IX. Safeguarding and Health and Safety**

1. An attendance register will always be taken to account for fire safety as well as ensure the collection of finances.
2. We will adopt the safeguarding policies and code of conduct as published by Badminton England.
3. We will ensure we carry out a risk assessment for all venues, tournaments and club sessions. We will also carry out nightly risk assessment at the end of our activities.
4. Committee members will carry out accident reporting forms, recording any injuries during any activity.

## **II. Bylaws and Regulations**

1. League and Friendly Matches

- a. Members taking part in league and friendly matches shall pay a match fee for home and away matches at the amount as shall be agreed by the Committee.
2. Guests and Attendance of Members
  - a. Club sessions are open any external non-Member guests wishing to attend. They shall pay the club session visitor fee as set by the coach and complete a health and safety form, if new. They are not permitted to vote in any AGMs and EGMs, unless they become full Member - see section II.
3. Club Entries in Leagues
  - a. The Committee shall make a decision as soon as possible following the Annual General Meeting as to the type and number of entries to be submitted into any League for the following season.
4. Club Tournaments
  - a. Club tournaments will be arranged with the object of affording the opportunity to all members to compete. The Development Officer shall lead on these tournaments with a collective help from the Committee, in liaison with those appointed in the Associate Roles.

### **IIIX. Data Protection**

1. All data collected will be stored in line with the Data Protection Act implemented 25 May 2018.
2. Information collected on member will include:
  - a. Full name
  - b. Home Address
  - c. Contact Telephone Number
  - d. Contact Email Address
  - e. Emergency Contact Name
  - f. Emergency Contact Phone Number
  - g. Their Current And Previous Medical History Relevant To Sporting Activity
3. Any information collected on members prior to the ratification of this document, will be notified with the option of updating or removing their personal information.
4. Select Committee Members with access to personal data include:
  - a. The Chair

- b. Deputy Chair And Secretary
  - c. The Development Officer
  - d. Communications & Socials Officer
  - e. League Officer
5. Most data will be collected:
- a. By paper and then transferred to a central computer generated document. Once transferred to a central computer generated document, this paper will be immediately destroyed.
  - b. By computer generated forms. Once collected, this information will be immediately transferred to a central computer generated document and the forms will then be deleted.
6. These documents will be stored in a central place where only select Committee members will have access.
- a. Any member requesting access to their own personal data information will be given access by a member of the Committee.
  - b. Any member may add or reduce the information they provided at any time.