

Southsea Badminton Club

CONSTITUTION 2019

Ratified by the 2018/19 Membership on <insert date>

Contents

1. Introduction and Contact Information
2. Membership
3. Committee Roles and Responsibilities
4. Associate Roles
5. Meetings
6. Voting
7. Marketing
8. Finance
9. Bylaws and Regulations

1. Introduction & Contact Information

- 1.1. The name of this Club is ("Southsea Badminton Club"), or abbreviated to ("SBC").
- 1.2. This document is to be reviewed once a year and ratified annually by the Membership at each Annual General Meeting ("AGM"). If the document is not required to be updated or fails to pass a vote, then the Committee will continue to run the club from the previously voted through Constitution.
- 1.3. Club aims:
 - 1.3.1. To provide the community with a destination to play badminton for members and the wider community.
 - 1.3.2. To develop the members of the club.
 - 1.3.3. Enter teams representing the club to compete in leagues and tournaments.
 - 1.3.4. To run as a non-profit organisation in line with Her Majesty's Revenue and Customs ("HMRC") Community Amateur Sports Club ("CASC").

- 1.4. The club can be contacted by one of the following:
 - 1.4.1. Facebook: @SouthseaBadmintonClub
 - 1.4.2. Twitter: @PompeyBadminton
 - 1.4.3. Email: Hello@portsmouthbadminton.org.uk

2. Membership

- 2.1. Membership fees
 - 2.1.1. The cost of the annual Membership will be agreed by the Committee prior to the start of each season. This must not exceed £31 a week. All pricing will remain the same for a period of 12 months.
 - 2.1.2. The membership cost does not include the cost of attending a club night, match fees or other events.
 - 2.1.3. The requirement for Membership to participate in matches can be waived at Committee discretion.
 - 2.1.4. At the Committee's discretion, they may refuse any person(s) wishing to become part of the Membership and may revoke Membership if a person(s) fails to comply with the Code of Conduct.
- 2.2. Membership Period
 - 2.2.1. The Membership period will commence on **1 September** and end on **31 August of the following year**, annually.

3. Committee Roles, Volunteers and Responsibilities

- 3.1. About the Committee
 - 3.1.1. The club will be run by a Committee who are elected at each AGM.
 - 3.1.2. All Committee members will remain in the role from the AGM they are elected in through to the AGM where their position is replaced by election, unless they choose to leave.
 - 3.1.3. There is no expiry term for the period a Committee member can be up for re-election.
- 3.2. Responsibilities of all members of the Committee:
 - 3.2.1. To uphold democracy.

- 3.2.2. To attend Committee Meetings (“CM”). Failure to attend 3 consecutive meetings without apologies will result in a Vote of No Confidence (“VNC”) by the remaining Committee.
 - 3.2.3. Where possible, offer a level of development to the players and membership.
 - 3.2.4. Help plan and forecast a year’s worth of club expectations and events.
- 3.3. The following list of roles relate to the Committee members of SBC and are elected positions annual at the AGM:

3.3.1. Chair

- 3.3.1.1. Responsible for chairing all meetings.
- 3.3.1.2. Acts as a spokesperson for the club for public relations purposes.
- 3.3.1.3. Will oversee that the Committee are doing their jobs effectively in accordance with the roles defined in this Constitution.
- 3.3.1.4. Jointly responsible with the Treasurer for the club’s finances.
- 3.3.1.5. Will decide the ruling of any vote where the outcome is a tie.
- 3.3.1.6. Can propose a VNC upon any other Committee members where deemed necessary.

3.3.2. Secretary

- 3.3.2.1. Responsible for chairing meetings where the Chair is unavailable.
- 3.3.2.2. Responsible for producing and distributing agendas for each meeting.
- 3.3.2.3. Will take minutes of each meeting, where necessary.
- 3.3.2.4. Responsible for updating the Constitution after votes pass at either an AGM or an Extraordinary General Meeting (“EGM”).
- 3.3.2.5. Will assume a position if a member of the Committee decides to leave.
- 3.3.2.6. Can propose a VNC in other Committee members.
- 3.3.2.7. Receives, records and responds to all correspondence, with exception to league correspondence.

3.3.3. Treasurer

- 3.3.3.1. Jointly responsible with the Chair for the Club's finances.
- 3.3.3.2. Responsible for all the financial commitments of the Club.
- 3.3.3.3. Will keep records of income and expenditure for the purpose of HMRC's requests.
- 3.3.3.4. Will continue to provide regular updates to the Committee regarding the financial status of the club and will plan provisions to ensure sustainability.

3.3.4. Communications and Socials Officer

- 3.3.4.1. Responsible for the online presence and communications of the club including:
 - 3.3.4.1.1. The website;
 - 3.3.4.1.2. Social media;
 - 3.3.4.1.3. Email.
- 3.3.4.2. Responsible for organising socials for the Membership.
- 3.3.4.3. Responsible for all club communications for promotional purposes.

3.3.5. League and Development Officer

- 3.3.5.1. Expected to attend league fixture meetings.
- 3.3.5.2. Responsible for suggesting, supporting and managing the league Team Captains and will be their point of contact.
- 3.3.5.3. Responsible for supporting Team Captains in any team training.
- 3.3.5.4. Responsible for the collection of all match fees from captains in liaison with the treasurer.
- 3.3.5.5. Jointly responsible with the Chair for registering players to play in the league.
- 3.3.5.6. Receives, records and responds to all league correspondence.

3.3.6. Welfare Officer

- 3.3.6.1. Responsible for responding to complaints and concerns of the Membership and Committee.
- 3.3.6.2. Will be the designated Safeguarding Lead.
- 3.3.6.3. Responsible overseeing club health and safety.

3.4. Volunteers

- 3.4.1. These are person(s) of the Membership who may volunteer their time to help the club in any way necessary.
- 3.4.2. These person(s) are not allowed to attend Committee meetings and they do not get a vote, other than at the AGM, annually.
- 3.4.3. These are unpaid positions but are welcome by each of the Committee. These roles could include, but are not limited to:
 - 3.4.3.1. Being a club night helper who acts as an assistant to the club night organiser to run sessions.
 - 3.4.3.2. Being an appointed Deputy of each Committee role. To help out and assist Committee members in any capacity required.

4. Meetings

- 4.1. General meeting information
 - 4.1.1. The Secretary will record all minutes of any SBC meeting.
 - 4.1.2. Only some items of these minutes will be publicly available or shared if requested upon request. If an item is deemed to be confidential for any reason then this section will be blanked out of all publicly available minutes.
 - 4.1.3. All minutes will be approved by the Committee prior to any distribution.
 - 4.1.4. All minutes are available upon request.
- 4.2. Committee Meetings ("CMs")
 - 4.2.1. The Secretary will organise meetings as needed or requested by the Committee.
 - 4.2.2. Meeting dates and times will be set with at least 3 days notice.
 - 4.2.3. These meetings can only be attended by Committee members.
 - 4.2.4. 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.
 - 4.2.5. All matters will be voted upon by a show of hands using the First Past The Post ("FPTP") voting system. However, anyone for any reason may request a secret ballot vote, which must be implemented.

- 4.2.6. All votes will be minuted and all outcomes are final.
- 4.2.7. The Secretary and the Communications & Socials Officer will consider, if any, key decisions made at meetings will be communicated to the Membership via the website.

4.3. Annual General Meetings (“AGM”)

- 4.3.1. 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.
- 4.3.2. A minimum of 14 days notice in writing will be given to all members.
- 4.3.3. All members will have equal opportunity to run for each Committee position.
- 4.3.4. The Chair in their absence, will be represented by another member of the Committee as selected by the meeting.
- 4.3.5. The Committee will appoint the Secretary by default to act as the returning officer of the Committee elections, with exception to the election of the Secretary which will be run by the Chair.
- 4.3.6. The Agenda of this meeting will consist of:
 - 4.3.6.1. Reports from each of the previous Committee members;
 - 4.3.6.2. Vote on changes to the constitution;
 - 4.3.6.3. Resignation from the Committee
 - 4.3.6.4. Introduction of Committee candidates
 - 4.3.6.5. Candidate question and answer session
 - 4.3.6.6. Election of the Committee for the upcoming season
- 4.3.7. Only the Membership present at the AGM has the right to vote; no votes by proxy.
- 4.3.8. Person(s) eligible to vote at meetings:
 - 4.3.8.1. Members shall each have one vote
 - 4.3.8.2. The sitting Chair shall have a casting vote in the event of a tie (unless the tied vote relates to the Chair position in which case the Secretary shall have the casting vote).
- 4.3.9. Committee elections will always be conducted by a show of hands, unless a secret ballot is requested by any Member.
- 4.3.10. All candidates will run against a “No Suitable Candidate” vote.

- 4.3.11. All votes shall use the FPTP system.
- 4.3.12. The candidate who received the most amount of votes for each election will assume the role.
- 4.3.13. All votes will be minuted and all outcomes are final.
- 4.3.14. Any unfilled position may be appointed as per a vote by the Committee at a later date of the AGM.
- 4.4. Extraordinary General Meetings (EGM)
 - 4.4.1. A minimum of 14 days notice in writing will be given to all Members.
 - 4.4.2. Should an important matter arise that requires the Members' votes, such as the replacement of a Committee member, then this meeting will be called upon and advertised, much like an AGM.
- 4.5. Committee Online Vote (COV)
 - 4.5.1. At any point, a Committee member may need an urgent vote on a matter that has arisen. They may pass the information they need raising and for a vote to pass on, to be proposed by either the club Chair, or Secretary.
 - 4.5.2. The matter will be presented to the Committee into a communication chain (either by email or message group) and then Committee members will have 24 hours to respond to the vote at stake.
 - 4.5.3. Those who do not respond within 24 hours, will automatically abstain from the vote.

5. Voting

- 5.1. General voting regulation
 - 5.1.1. For any vote to pass (unless specified separately) more than 50% majority is required for the vote to pass.
 - 5.1.2. There should always be a "No Suitable Candidate" or option to "Abstain" removing the person(s) from any vote.
 - 5.1.3. All voting outcomes are final for the period as defined.
- 5.2. Vote of No Confidence ("VNC")
 - 5.2.1. In certain circumstances, the Chair or Secretary may wish to enact a VNC in a Committee member at a CM. If this occurs then the following procedure in order will take place:

- 5.2.1.1. Ask the person requesting the VNC to make their case for the vote.
- 5.2.1.2. Ask the person they wish to VNC to respond appropriately. The Chair must allow for a fair amount of time for a response.
- 5.2.1.3. The Chair will ask the person subject to the VNC to leave the room while the vote takes place.
- 5.2.1.4. The vote will take place by means of a secret ballot.
- 5.2.1.5. 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.
 - 5.2.1.5.1. In the case where there equal votes for and against, then the VNC fails.
- 5.2.2. Instances where other members of the Committee wish to enact a VNC against either the Chair or Secretary, then this Committee member must have the support of two other Committee members and will follow the process as defined above.

6. Finance

- 6.1. General information about the finances
 - 6.1.1. All club finances may only be accessed by the Treasurer, Secretary and Chair.
 - 6.1.2. All money will be banked into the Club bank account.
 - 6.1.3. The Club is run on a non-profit basis.
- 6.2. Income will come from fees as set by the Committee:
 - 6.2.1. Club night session fees;
 - 6.2.2. Membership fees;
 - 6.2.3. Social event fees;
 - 6.2.4. League fees;
 - 6.2.5. And, court fees.
- 6.3. Expenditure
 - 6.3.1. All club resources will be used primarily for the benefit to the club Committee, members and players at the discretion of the Committee.
 - 6.3.2. The club may not pay in total more than £10,000 to any person or players as defined by HMRC.
 - 6.3.3. Income primarily covers the cost of shuttles, court fees, league registration and other costs associated with running

the club. Any surplus will be reinvested in the development of the club, or it's members, as agreed by the Committee and inline with HMRC rules of CASCs.

- 6.3.4. 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.
- 6.4. The Committee
 - 6.4.1. The Committee are entitled up to £5 expenses for each CM to cover fuel, snacks and a drink.
 - 6.4.2. The Committee's Club night session fee is waived for up to one session a week.
 - 6.4.3. Personal bank accounts may be used to cover any expenditure. All costs will be reimbursed only by proof of receipt. This will be recorded by the Treasurer and reported on at the end of the year. All transactions for reimbursement must be pre-agreed by the Committee.

7. Safeguarding and Health and Safety

- 7.1. An attendance register will always be taken into account for fire safety as well as ensure the collection of finances.
- 7.2. We will operate safeguarding policies, code of conduct and equality and diversity policy as published by Badminton England.
- 7.3. We will ensure we carry out a risk assessment for all venues, tournaments and club sessions.
- 7.4. Committee members will carry out accident reporting forms, recording any injuries during any activity.
- 7.5. All new players must complete a registration form, prior to participating in any Southsea Badminton Club activity.

8. The League

- 8.1. League and Friendly Matches
 - 8.1.1. 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.
- 8.2. Club Entries in Leagues

- 8.2.1. 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.

9. Data Protection

- 9.1. All data collected will be stored in line with the Data Protection Act implemented 25 May 2018.
- 9.2. Information collected on member will include:
 - 9.2.1. Full name
 - 9.2.2. Home Address
 - 9.2.3. Contact Telephone Number
 - 9.2.4. Contact Email Address
 - 9.2.5. Emergency Contact Name
 - 9.2.6. Emergency Contact Phone Number
 - 9.2.7. Their Current And Previous Medical History Relevant To Sporting Activity
- 9.3. All Committee Members have access to personal data.
- 9.4. Most data will be collected:
 - 9.4.1. By paper and then transferred to a central computer generated document. Once transferred to a central computer generated documents, paper copies will be stored securely for reference purposes.
 - 9.4.2. 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.
- 9.5. These documents will be stored in a central place where Committee members will have access.
 - 9.5.1. Any member requesting access to their own personal data information will be provided a copy of what is held by SBC, by a member of the Committee.
 - 9.5.2. Any member may add or reduce the information they provided at any time.

10. Dissolution Clause

- 10.1. In the unlikely event that Southsea Badminton Club is required to dissolve, all net assets will be gifted to an appropriately voted registered CASC or charity, ideally related to sports enhancement or development.
- 10.2. If the club merges then all net assets will be merged with the other club or organisation.