

# Southsea Badminton Club

## CONSTITUTION

See document title for date stamp of when this constitution was ratified by the Members.

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## 1. Introduction & Contact Information

- 1.1. The name of the Club is ("Southsea Badminton Club"), or abbreviated to ("SBC"), or ("the Club").
- 1.2. This document is to be reviewed once per year and ratified by the Membership at each Annual General Meeting ("AGM"), see section 3.3 below. 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 Constitution.
- 1.3. Aims of the Club:
  - 1.3.1. The main purpose of the Club is to provide opportunities for, and promote participation in the amateur sport of badminton in Portsmouth.
  - 1.3.2. To develop the 'Membership' of the Club.
  - 1.3.3. Enter Teams representing the Club to compete in Local leagues and tournaments.
- 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](mailto:Hello@portsmouthbadminton.org.uk)

## 2. Committee Roles and Responsibilities

### 2.1. About the Committee

2.1.1. The Club will be run by a Committee who are elected at each AGM.

2.1.2. All Committee members will stand in their respective role from the AGM they are elected in through to the AGM where their position is to undergo re-election by the Membership, unless they choose to leave.

2.1.3. Only Members may become part of the Committee.

### 2.2. Responsibilities of all members of the Committee:

2.2.1. The Committee, with all decisions, will act democratically.

2.2.2. 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.

2.2.3. Where possible, offer a level of development to the Players and Membership.

2.2.4. Will be added to the club's rota for both Club Nights and Improver Club Nights where they will be expected to fairly share the organisation of these core club events. As a result, committee are not expected to pay to attend those they do not run.

2.3. The Committee shall consist of the following roles who shall be elected at the AGM:

#### 2.3.1. Chair

2.3.1.1. Responsible for chairing all meetings.

2.3.1.2. Acts as a spokesperson for the Club for public relations purposes.

2.3.1.3. Will oversee that the Committee are doing their jobs effectively in accordance with their roles defined in this Constitution.

2.3.1.4. Jointly responsible with the Treasurer for the Club's finances.

2.3.1.5. Will decide the ruling of any vote where the outcome is a tie.

#### 2.3.2. Secretary and Memberships Officer

- 2.3.2.1. Responsible for chairing meetings where the Chair is unavailable.
- 2.3.2.2. Responsible for producing and distributing agendas for each meeting.
- 2.3.2.3. Will take minutes of each meeting, where necessary and share these after with the Committee for review.
- 2.3.2.4. Responsible for updating the Constitution after votes pass at either an AGM or an Extraordinary General Meeting (“EGM”).
- 2.3.2.5. Will assume a position if a member of the Committee decides to leave.
- 2.3.2.6. Responsible for the coordination, upkeep and devising of new ways to engage with the Membership.
- 2.3.2.7. Will be the secondary point of contact for the local Leagues.

### **2.3.3. Treasurer**

- 2.3.3.1. Jointly responsible with the Chair for the Club's finances.
- 2.3.3.2. Responsible for all the financial commitments of the Club.
- 2.3.3.3. Will keep records of income and expenditure for the purpose of HMRC's requests.
- 2.3.3.4. Will continue to provide regular updates to the Committee regarding the financial status of the Club and will plan provisions to ensure sustainability.
- 2.3.3.5. Will provide a financial summary at the AGM for the previous year.

### **2.3.4. Communications and Socials Officer**

- 2.3.4.1. Responsible for the online presence and communications of the Club
- 2.3.4.2. Responsible for organising socials for the Membership.
- 2.3.4.3. Responsible for all Club communications.

### **2.3.5. League Officer**

- 2.3.5.1. Expected to attend league fixture meetings and shall send a suitable delegate if they cannot attend

- 2.3.5.2. Responsible for suggesting, supporting and managing the league Team Captains and will be their point of contact.
- 2.3.5.3. Responsible for supporting Team Captains in any Team training.
- 2.3.5.4. Responsible for the collection of all match fees from Captains in liaison with the Treasurer.
- 2.3.5.5. Jointly responsible with the Chair for registering players to play in the league.
- 2.3.5.6. Receives, records and responds to all league correspondence.
- 2.3.5.7. Will be the primary point of contact for the Local league.

**2.3.6. Welfare Officer**

- 2.3.6.1. Responsible for responding to complaints and concerns of the Membership and Committee.
- 2.3.6.2. Will be the designated Safeguarding Lead.
- 2.3.6.3. Responsible for overseeing Club health and safety.

**2.3.7. Development Officer**

- 2.3.7.1. Responsible for overseeing the player's development of badminton.
- 2.3.7.2. Will assist the League Officer in the organisation of team training sessions.
- 2.3.7.3. Will assist in the overall organisation of the Improver Club sessions.
- 2.3.7.4. Will make recommendations for the transition of players to and from Club Nights and Improver Sessions.

**2.4. Shared Committee Positions**

- 2.4.1. Committee Members may each nominate one additional person to support the Responsibilities of their role as a Shared Committee position. This can be done either at the AGM, or at a Committee Meeting.
- 2.4.2. All Shared Committee nominations shall be submitted to the Committee for approval through a Vote.

### 3. Meetings

- 3.1. Minutes

- 3.1.1. Minutes will be made available upon request by a Member. If an item is deemed to be confidential for any reason, then this section will be redacted.
  - 3.1.2. Minutes will be approved by the Committee prior to any distribution.
- 3.2. Committee Meetings (“CMs”)
  - 3.2.1. The Secretary will organise meetings as needed or requested by the Committee.
  - 3.2.2. Meeting dates and times will be set with at least 3 days notice. Exceptional circumstances can trigger a request for a short notice meeting.
  - 3.2.3. These meetings can only be attended by Committee members.
  - 3.2.4. The Secretary and Membership Officer and the Communications & Socials Officer will consider which, if any, key decisions made at meetings will be communicated to the Membership via the website.
- 3.3. Annual General Meetings (“AGM”)
  - 3.3.1. The AGM will be held annually, prior to the start of the next league season and after the previous season has finished. The AGM will typically be planned following communication from the Local leagues AGM to ensure all information, known changes and club impacts are discussed with the Membership.
  - 3.3.2. A minimum of 14 days notice in writing will be given to all Members.
  - 3.3.3. Members will have equal opportunity to run for each Committee position.
  - 3.3.4. The AGM will be chaired by the outgoing Club Chair
  - 3.3.5. In absence of the outgoing Club Chair, the AGM will be chaired by the Secretary and Membership Officer or another Member of the Committee.
  - 3.3.6. The Agenda of the AGM will consist of:
    - Reports from each of the previous Committee members;
    - Vote on changes to the constitution;
    - Resignation from the Committee
    - Introduction of Committee candidates
    - Election of the Committee for the upcoming season

- 3.3.7. Only the Membership present at the AGM has the right to vote; no votes by proxy.
- 3.3.8. Membership may nominate themselves to stand for election, in person, or by proxy. The outgoing Chair will read their name and any supporting statements for the Membership's consideration.
- 3.3.9. Person(s) eligible to vote at meetings:
  - 3.3.9.1. Members shall each have one vote.
  - 3.3.9.2. 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 and Membership Officer shall have the casting vote.
- 3.3.10. Committee elections will always be conducted by a show of hands, unless a secret ballot is requested by any Member.
  - 3.3.10.1. All votes shall use the FPTP system, see section 4.2.
  - 3.3.10.2. If a secret ballot is requested, then the Membership will appoint a Returning Officer who, unbiasedly, will count and report votes.
- 3.3.11. All votes will be minuted and all outcomes are final.
- 3.3.12. Any unfilled position(s) may be filled by the incoming Committee appointment.
- 3.4. Extraordinary General Meetings (EGM)
  - 3.4.1. 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.
  - 3.4.2. A minimum of 14 days notice in writing will be given to all Members.

## 4. Voting

- 4.1. Right to vote
  - 4.1.1. The Club allows Members to attend Annual General Meetings and decide resolutions. The Club accepts juniors to join as Members without a right to vote until they reach the age of 18. This is not discriminatory against juniors - Membership is open to all even though juniors may have to wait until they are 18 to vote at the Annual General Meeting.
- 4.2. General voting regulation

- 4.2.1. 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.
- 4.2.2. For any vote to pass (unless specified separately) more than 50% majority is required for the vote to pass.
- 4.2.3. All voting outcomes are final, unless re-voted upon in future meetings.
- 4.2.4. Members have the option to abstain from voting.
- 4.3. Vote of No Confidence (“VNC”)
  - 4.3.1. In certain circumstances, the Chair or Secretary and Membership Officer may wish to enact a VNC in a Committee member. If this occurs then the following procedure, in order, will take place:
    - 4.3.1.1. Ask the person requesting the VNC to make their case for the vote.
    - 4.3.1.2. Ask the person they wish to VNC to respond appropriately. The Chair must allow for a fair amount of time for a response.
    - 4.3.1.3. The Chair will ask the person subject to the VNC to leave the room while the vote takes place.
    - 4.3.1.4. The vote will take place by means of a secret ballot.
    - 4.3.1.5. 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.
      - 4.3.1.5.1. In the case where there are equal votes for and against, then the VNC fails.
  - 4.3.2. Instances where other members of the Committee wish to enact a VNC against either the Chair or Secretary and Membership Officer, then this Committee member must have the support of two other Committee members and will follow the process as defined above in section 4.3.1.
- 4.4. Committee Online Vote (COV)
  - 4.4.1. This does not apply to voting at the AGM.
  - 4.4.2. At any point, a Committee member may need an urgent vote on a matter that has arisen. They must pass their proposal for the Chair or Secretary and Membership Officer to present to the Committee.

- 4.4.3. Committee members will have at least 24 hours to cast their vote. Those who do not respond within the allotted time frame given for the vote, will automatically abstain from the vote.

## 5. Membership

- 5.1. Definitions
  - 5.1.1. A **'Player'** is a paying person who attends any Club activity.
  - 5.1.2. A **'Member'** is a **Player** who pays an additional Membership fee (see section 5.6).
  - 5.1.3. A **'Team'** defines those **Members** selected to represent the Club in leagues and tournaments
- 5.2. Membership of the Club shall be open to anyone interested in the sport on application, regardless of gender, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs, except as a necessary consequence of the requirements of badminton. The Club may have different classes of Membership and subscription on a non-discriminatory and fair basis.
- 5.3. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- 5.4. The Committee may vote to refuse Membership, or remove it, from a player, only with good cause such as a person failing to comply with the Code of Conduct, without financial compensation.
- 5.5. The Membership Commencement date will be **1 September** and the End date will be **31 August of the following year**, annually.
- 5.6. Membership fee
  - 5.6.1. Membership will be an annual payment to the Club
  - 5.6.2. The cost of the Membership will be agreed by the Committee prior to the next Membership commencement date.
  - 5.6.3. The Membership fee must not exceed £31 a week. All pricing will remain the same for a period of 12 months.
  - 5.6.4. The Membership fee does not include the cost of attending a Club night, match fees or other Club events.
  - 5.6.5. The requirement for Membership to participate in matches can be waived at Committee discretion.



## 6. Finance

- 6.1. General information about the finances
  - 6.1.1. All Club finances may only be accessed by the Treasurer, Chair and Secretary and Membership Officer.
  - 6.1.2. All money will be deposited into the Club bank account.
  - 6.1.3. The Club is run on a non-profit basis.
  - 6.1.4. The Club should seek to operate with no less than £500.00 available in the bank account to ensure sustainability.
- 6.2. Expenditure
  - 6.2.1. All Club resources will be used to benefit the Club Committee, Members and Players.
  - 6.2.2. The Club may not pay in total more than £10,000 to any person or players as defined by HMRC.
  - 6.2.3. Income 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 its Members, as agreed by the Committee and in line with Her Majesty's Revenue and Customs ("HMRC") rules of a Community Amateur Sports Club ("CASC").
  - 6.2.4. 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.
- 6.3. The Committee
  - 6.3.1. The Committee are entitled up to £5.00 to cover expenses for each Committee meeting to cover fuel, snacks and a drink.
  - 6.3.2. 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 the Club's Player Registration form, prior to participating in any Southsea Badminton Club activity.

## 8. Data Protection

- 8.1. All data collected will be stored in line with the Data Protection Act implemented 25 May 2018.
- 8.2. Information collected on Players will include:
  - 8.2.1. Full name
  - 8.2.2. Home Address
  - 8.2.3. Contact Telephone Number
  - 8.2.4. Contact Email Address
  - 8.2.5. Emergency Contact Name
  - 8.2.6. Emergency Contact Phone Number
  - 8.2.7. Their Current And Previous Medical History Relevant To Sporting Activity
- 8.3. Most data will be collected:
  - 8.3.1. By computer generated forms which will be immediately transferred to a central computer generated document.
  - 8.3.2. These documents will be stored in a central place where Committee members will have access.
  - 8.3.3. Any Player requesting access to their own personal data information will be provided a copy of what is held by the Club, by a Member of the Committee.
  - 8.3.4. Any Player may add or reduce the information they provided at any time.

## 9. Dissolution Clause

- 9.1. Upon dissolution of the Club any remaining assets, once all outstanding expenditure has been settled, shall be given or

transferred to another registered CASC, or registered charity or the sport's governing body for use by them in relating to community sports. The Committee shall agree upon which organisations will receive these funds.

## 10. Insurance and Associations

- 10.1. The Club will obtain private insurance to cover the Players. This will be renewed annually.
- 10.2. The Committee will vote upon joining an association or a member of any governing body to enable participation in local leagues, tournaments or events.
  - 10.2.1. An additional annual participation fee may be required by the Club