

Kettering Badminton Club

1. NAME

The club will be called Kettering Badminton Club (“the club”) and will be affiliated to Badminton England.

2. AIMS AND OBJECTIVES

The aims and objectives of the club will be:

- ✋ To provide recreational badminton for its members
- ✋ To offer coaching and competitive opportunities in Badminton.
- ✋ To promote the club within the local community.
- ✋ To support the management of the Bishop Stopford School sports hall as far as the club is reasonably practicably able.
- ✋ To provide duty of care and protection to all club members.
- ✋ To make sure all club members are treated equally and fairly

3. MEMBERSHIP

Membership of the club shall be open to anyone interested in Badminton on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

Kettering Badminton Club Juniors is a subsidiary club or section of the club and as such will be subject to the regulations of the constitution and deemed to accept these regulations and codes of practice that the club has adopted.

The club may have different classes of membership and subscription on a non discriminatory and fair basis. The club will have an equitable pricing policy and will keep subscriptions at a price that will not pose a significant obstacle to people participating.

Members will be enrolled in one of the following categories:

- ✋ Full or adult member.
- ✋ Student or concessionary member.
- ✋ Junior member.

Members agree to pay membership fees prior to the end of September each year or within 4 weeks if joining after September

If necessary the Club Secretary shall maintain a “waiting list” and have authority to invite potential new members to three club sessions. After three attendances the potential new member must request to be a member and the Management Committee shall decide whether or not to accept the application for membership.

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.

5. OFFICERS OF THE CLUB

The officers of the club will be:

- 🏸 Chairperson
- 🏸 Club Secretary (Deputy Chair)
- 🏸 Fixture Secretary
- 🏸 Treasurer
- 🏸 Welfare Officer
- 🏸 Juniors Coach
- 🏸 Membership Representative
- 🏸 Team Captains Representative

Officers will be elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-appointment. It is recommended that officers only complete 5 consecutive terms of office ⁱ

6. COMMITTEE

The club will be managed through the Management Committee in accordance with its terms of Reference as per Appendix 1.

7. CLUB POLICIES

The club adopts the following policies and Codes of Conduct (Appendix 2):

- 🏸 Badminton England Equality Policy.
- 🏸 Badminton England Safeguarding & Protecting Young People policy.
- 🏸 Badminton England Codes of conduct for players, coaches, volunteers, officials and parents.
- 🏸 Set of rules for children and young people.

8. FINANCE

All club monies will be banked in an account held in the name of the club.

The Club Committee will be responsible for the finances of the club which will be managed by the Treasurer.

The financial year of the club will end on 31 March.

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

Any cheques drawn against club funds must hold the signature of either the Treasurer or the Chairperson.

9. ANNUAL GENERAL & OTHER MEETINGS

Notice of Annual General Meetings will be given by the Club Secretary. Not less than twenty one clear days' notice to be given to all members. The notice of AGM will be communicated via [the club website – to be advised] and a direct communication (letter or email) to all voting members.

Notice of motions for the AGM shall be received in writing by the club secretary at least fourteen days before the meeting

The AGM will receive a report from officers of the Management Committee which will include those items listed in the officer's role descriptions as per Appendix 3.

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 eight

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.

Members of the Club also have the right to call an Extraordinary General Meeting, which must be called for by at least 50% of the membership and communicated with twenty one days' notice.

10. Club Tournaments

Any club tournaments shall be arranged by the Management Committee with the object of affording the opportunity to all members to compete. The Management Committee shall have the power to deal with the arrangements for the holding of such tournaments in whatever manner they think fit and shall also have power to co-opt members, if necessary, solely for the purpose of organising such tournaments. The main trophies shall remain the property of Kettering Badminton Club at all times.

11. SAFEGUARDING YOUNG PEOPLE

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 is the lead contact for all members in the event of any child protection concerns.

12. DISCIPLINARY & APPEALS

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 fourteen 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 Management Committee should consider the appeal within 14 days of the Secretary receiving the appeal.

The club will work to best practice in dealing with disciplinary issues as laid down in the Badminton England Disciplinary Regulations.

13. 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 will become the property of Badminton England or some other Badminton club with similar objectives to those of the club.

14. AMENDMENTS TO THE CONSTITUTION

The constitution will only be changed through agreement by majority vote at an AGM or EGM or through a unanimous vote of the Management Committee.

15. DECLARATION

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

SIGNED:  DATE: 25 May 2018

NAME: William Lee POSITION: Chairperson

SIGNED:  DATE: 25 May 2018

NAME: Simon Hawes POSITION: Club Secretary

ⁱ It is recommended good practice to rotate committee positions every 5 years, although not compulsory.

APPENDIX 1

MANAGEMENT COMMITTEE

TERMS OF REFERENCE

Summary

<p>Membership</p>	<p>Chairman (Chair)</p> <p>Club Secretary (Deputy Chair)</p> <p>Fixture Secretary</p> <p>Treasurer</p> <p>Welfare Officer</p> <p>Membership Representative</p> <p>Team Captains Representative</p>
<p>Quorum</p>	<p>3 including at least the Chair or Deputy Chair</p>
<p>In Attendance</p>	<p>As deemed necessary from time to time</p>
<p>Frequency of Meetings</p>	<p>Four meetings per year</p>
<p>Appointment</p>	<p>At Kettering Badminton Clubs Annual general Meeting, the committee will resign but will be eligible for re-election as per the Constitution</p>

MANAGEMENT COMMITTEE

TERMS OF REFERENCE

1. Constitution

Kettering Badminton Club by virtue of its Constitution hereby establishes a Management Committee.

2. Purpose

Its principle aim is to provide leadership and strategic direction focussing on the vision, core values and the objectives of Kettering Badminton the Club throughout a badminton year (September to August).

The Management Committee will exist to ensure the objects set out in the Constitution are met and Kettering Badminton Club standards are maintained, including adherence to the Premier Club requirements.

3. Membership

- Chairman (Chair)
- Club Secretary (Deputy Chair)
- Fixture Secretary
- Treasurer
- Welfare Officer
- Juniors Coach
- Membership Representative
- Team Captains Representative

4. Quorum

3 members including the Chair or Deputy Chair, will constitute a quorum.

No business shall be transacted unless 3 members of the Management Committee are present and this must include the Chair or Deputy Chair. Where any vote is even the Chair shall have the deciding vote.

5. Frequency of meetings and required frequency of attendance

The Management Committee will meet at least 4 times per year. The timing of the meetings will be determined annually with the aim that a meeting will take place each badminton year in:

- September
- December
- March
- July

Members of Management Committee are required to attend a minimum of 2 of the meetings held each badminton year and not be absent for two consecutive meetings without prior permission of the Club Secretary.

Members can nominate a deputy but not for more than two consecutive meetings without the prior permission of the Chair of the Group.

An attendance list will be kept and circulated to the membership with the minutes.

6. Authority

The Management Committee is authorised through its Constitution to conduct any business within its Terms of Reference.

7. Role and Responsibilities of the Management Committee

The key roles and responsibilities of the Management Committee include:

- Adopting new policy, codes of practice and rules that affect the organisation of Kettering Badminton Club
- Appointing sub-committees and working groups as necessary
- Appointing advisers to the Management Committee as required to fulfil its business
- Responsibility for disciplinary hearings of members who infringe the club rules/regulations/constitution
- Responsibility for taking any action of suspension or discipline following such hearings which will be conducted in accordance with the Badminton England Disciplinary Regulations.
- Establish the vision, values and long-term strategy for Kettering Badminton Club
- Draft a business/operational plan as required
- Annually set the Kettering Badminton Club membership, visitor and match fees for the Junior and Senior club and its appropriate membership groups
- Monitor subscriptions which are due prior to the end of September each year or within 4 weeks if joining after September
- Monitor progress annually against agreed goals and objectives
- Review the vision and core values as required
- Create the Club governance structure
- Monitor performance, financial expenditure, risk and resource allocation against
- Agree team entries in leagues
- Ensure financial solvency and integrity through robust controls and policies and personal integrity;
- Set the dates and times for a Kettering Badminton Club season for the junior and senior clubs
- Manage risk and help identify new opportunities for the club
- To have a duty of care to children and young people at the club by ensuring the club has robust safeguarding policies and procedures in place
- Maintain effective committee performance
- Set the dates and times for home matches

- Build effective relationships with external partners as required by the Club
- Organise any club tournaments with the object of affording the opportunity to all members to compete.
- Decide whether or not to accept an application for membership.
- Be the official representatives at general meetings of Leagues and shall have the power to vote on all matters affecting the Club's interest.
- Delegate any power under these roles and responsibilities as deemed necessary by Management Committee to the efficient and effective running of Kettering Badminton Club
- Discuss and agree changes to the clubs Constitution

8. Administration

The Management Committee will be supported administratively by the Club Secretary, whose duties in this respect will include:

- Reviewing of the Terms of Reference
- Maintaining an agenda against the cycle of business
- Agreement of the agenda with the Chair and attendees and collation of papers;
- Taking and issuing the minutes and preparing action lists in a timely way;
- Keeping a record of matters arising and issues to be carried forward.

9. Requirement for review

These terms of reference will be formally reviewed by the Management Committee annually, and may be amended to reflect changes in circumstances which may arise.

10. Reporting

The Management Committee will produce a brief report, written by the Club Secretary, detailing, for information, the business conducted at each of the meetings and this shall be available on Kettering Badminton Clubs website.

An annual report, detailing, for information, a brief resume of the business conducted at the Management Committee meetings.

A G E N D A
Management Committee
 Date
 Venue

Time	Agenda Item		Presented by	Enclosure
GENERAL BUSINESS				
	1.	Introductions and apologies	Chair	
	2.	Declarations of interest	Chair	
	3.	Minutes of meeting dated	Chair	Paper A
	4.	Matters arising and action log	Chair	
Standing Items				
	5.	Treasurer update	Treasurer	
	6.	Affiliation and Badminton England update	Club Secretary	
	7.	Fixtures update	Fixture Secretary	
	8.	Complaints and disciplinary	Club Secretary	
	9.	Team captains issues update	Team Captains Representative	
	10.	Membership update	Team Captains Representative	
	11.	Junior Club report	Junior coach	
	12.	Welfare update	Welfare Officer	
General Matters				
	13.			
	14.			
ANY OTHER BUSINESS				
DATE OF NEXT MEETING: The next meeting will be held at xx time on xxx date in the (venue)				