

ABBEYDALE PARK BADMINTON CLUB Constitution / Rules

Draft 7

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ABBEYDALE PARK BADMINTON CLUB – Constitution/Rules

Draft 7

1. NAME

The Club shall be called 'Abbeydale Park Badminton Club' (APBC) which includes the junior section known as Abbeydale Junior Badminton Club (AJBC), previously Abbeydale Badminton Academy (ABA).

APBC, AJBC, and ABA are part of the Abbeydale Sports Club (ASC)

2. OBJECTIVES

The objectives of the Club shall be:

to provide facilities for playing the game of badminton.

to promote and encourage the game of badminton by :
holding tournaments, exhibitions and championships; organising competitive play in County and District leagues; providing appropriate coaching facilities for its members; any other means as determined by the Committee.

to provide social and other recreational activities for its members.

3. MEMBERSHIP

The Club shall consist of the following classes of members:

a. SENIOR / FULL MEMBERS

Senior members are those of at least 18 years at the start of the club year who have been elected in accordance with the Rules and have paid the current entrance fee (if any) and the current subscription. Ie. you are not a member until the appropriate subscription has been paid.

b. JUNIOR MEMBERS

Junior members are those under the age of 18 years on the 1st of September, and who have been elected in accordance with the Rules and who have paid the current entrance fee (if any) and current subscription.

Junior members have the same privileges as other members EXCEPT the right to vote at General Meetings, but are subject to certain playing regulations as set out in the Bye Laws.

A Junior member shall become a Senior member from the beginning of the next club year following from the date on which he or she becomes 18 years of age.

Junior members may not play in the evening sessions, after 7.30, except

by invitation from the committee.

c. STUDENT MEMBERS

Reduced subscriptions are available to students between the ages of 18 and 24, who are undergoing full time education in the Sheffield area.

d. COUNTRY MEMBERS

Country members are Senior members who have been elected in accordance with the Rules but who, by reason of their residence, are not able to enjoy frequent use of the Club's facilities. Upon application, the Committee (at its own discretion) may vary the terms and accept a reduced entrance fee (if any) and subscription.

e. STUDENT COUNTRY MEMBERS

Students between the ages of 18 and 24, who are undergoing full time education at institutions away from the Sheffield area, who can only play during the holidays. Upon application, the Committee (at its own discretion) may vary the terms and accept a reduced entrance fee (if any) and subscription.

f. FAMILY MEMBER

A parent or carer of a junior member, who wishes to have occasional play with their child when coaching, or other sessions, are not in use.

g. HONORARY MEMBERS

The Committee shall have the power to elect a person as an Honorary member of the Club without payment of a subscription, who, in the opinion of the Committee, has rendered services to the Club or to the game of Badminton. Honorary membership may be withdrawn at any time by decision of the committee.

h. DAY MEMBERS

Day members are those of at least 18 years at the start of the club year who have been elected in accordance with the Rules and have paid the current entrance fee (if any) and the current subscription. Ie. you are not a member until the appropriate subscription has been paid.

Day members are limited for play up to 7.00pm

NOTE:

STUDENT COUNTRY, COUNTRY, FAMILY and HONORARY members have the same privileges and liabilities as Senior or Junior members (as applicable) and they may attend but not vote at a General Meeting (unless they are committee members).

4. SUBSCRIPTIONS

The club treats 31st July as its year-end, with the 'new season' starting on 1st August.

The club is moving to an online payment system, run by GoCardless.com. Subscriptions are to be paid monthly.

Any member failing to pay their subscription on time, shall cease to be a member of the Club. He or she, may, at the discretion of the Committee and upon payment of all arrears of subscriptions and fees, be re- admitted to membership without payment of a further entrance fee.

5. COURT TIMES

Members may play at the times agreed by the committee from time to time, providing that the courts are free and not otherwise booked out.

Daytime sessions normally run from 9.30am - 12.00 on Mondays & Wednesdays. Evening sessions normally run every evening except Saturday, from 7.30 pm - 10.30 pm. These times may be altered by committee agreement during the year.

Details of court bookings are listed on the web site court availability page.

6. ELECTION OF MEMBERS

The election of any member shall be by simple majority of the Committee.

All newly signed-up applicants via GoCardless shall be considered for membership by the Committee at its next meeting. The applicant may be elected forthwith; or placed on a waiting list to await election at a future date; or rejected.

In the event that an application is rejected, the applicant will be informed by receipted email.

7. RESIGNATIONS

A member may resign membership by sending a receipted email to the Membership Secretary. However no rebate will be given on subscription fees paid to date. Any member just cancelling their direct debit with GoCardless is requested to inform the membership secretary by email.

8. MISCONDUCT

It shall be the duty of the Committee if, at any time, they shall be of the opinion that any member has offended against the Rules of the Club or has been guilty of conduct rendering the member unfit to be a member, to

invite, by letter or by receipted e-mail, any such person to withdraw from the Club within the time specified in such letter or email.

In the absence of such withdrawal the Committee shall have the power to expel the member, but before so doing, the Hon. Secretary shall give the person 14 days' notice to inform the member of the complaints made.

No member shall be expelled without first having had an opportunity of appearing before the Committee and answering the complaints made; nor unless at least a quorum of at least 7 committee members vote in favour of the expulsion.

9. THE COMMITTEE

The Club shall be run by a management Committee consisting of :

Six Officers :

President, Vice-President, Secretary, Treasurer, Membership Secretary and Match Secretary. The Officers will be elected annually by the membership at the AGM, and are eligible for re-election.

A appropriately qualified Child Welfare Officer will be appointed by the management committee, in accordance with rule 20.

Up to Nine other members :

The nine other members will be elected for a period of three years each; and each year the three longest serving members will retire and three new members will be elected. Retiring members are eligible for re-election. All committee members must be members of the club

The Committee shall elect a chairman to ensure the smooth running of the Committee meetings. The Chairman need not be the President. The Committee shall have the power to elect Honorary Vice-Presidents (who shall be ex-officio, but NON VOTING members of the Committee) and to appoint sub-committees, as they deem necessary to fulfil the objectives of the Club.

The quorum at all Committee meetings shall be seven members (including Voting Officers). In the absence of a quorum at any committee meeting, resolutions and decisions may be taken, but need to be agreed after the meeting by email or telephone or text in order to be formally 'agreed' by a quorum.

Each Sub-Committee shall have a Chairman who must be a member of the Management Committee. The President and Secretary of the Club shall be ex-officio members of all sub-committees.

The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organization of the club.

The Committee will have the power to appoint advisers to the Committee as necessary to fulfil its business.

10. OCCASIONAL VACANCIES ON THE COMMITTEE

The Committee shall have the power to fill occasional vacancies by appointing additional members who shall then hold office until the next Annual General Meeting. Newly appointed Committee members will have immediate voting rights on the committee.

11. ANNUAL GENERAL MEETINGS (AGM)

The AGM of the Club shall normally be held in October at a date and time fixed by the Committee, for the following purposes:

Approve the minutes of the previous year's AGM

Receive a Report from the President or Chairman of the Committee.

Receive a report from the Treasurer and Approve the Annual Accounts.

Consider any proposed changes to the rules.

Elect the officers and members of the Committee.

To consider and if approved to adopt any proposals of which notice has been given, in writing, to the Hon. Secretary at least 14 days before the Meeting.

12. NOTICE OF ANNUAL GENERAL MEETING and COMMITTEE NOMINATIONS

a) Members shall be given at least 21 days' notice of the Annual General Meeting, together with the Agenda.

b) Nominations for officers and members of the Committee should be sent to the secretary 14 days prior to the AGM.

c) Each nomination should have a proposer and seconder who must be a current adult member of the club.

d) Details of all nominations, their proposer & seconder will be published on the club noticeboard and Website at least 7 days in advance of the AGM.

e) A list of current committee members will be available on the club's website and will be pinned up in the hall.

13. EXTRAORDINARY GENERAL MEETINGS (EGM)

An Extraordinary General Meeting may be called at any time either by a decision of the Committee, or at the written request of at least 20 voting

members stating the purpose for which the meeting is required. The Secretary shall give at least 14 days' notice of the meeting and state the reason.

14.VOTING PROCEDURES AGM and EGM MEETINGS

a) At all General Meetings of the Club, the President, Chairman or in his absence the Vice-President, or in his absence a member selected by the meeting, shall take the Chair.

b) Every member present and entitled to vote shall have one vote and may vote by attending the meeting or by nominating a proxy to any committee member by email.

Members wishing to vote by proxy must email the committee member with their voting instructions, no later than 7 days before the ballot is to take place. Any proxy votes received after this date will not be counted.

c) If there are no contested proposals, a show of hands will suffice at the meeting.

d) In the event of any proposal being contested, a secret ballot will be held.

15 .SECRET BALLOT

a) In the event of a secret ballot being necessary the following procedure will apply :

b) A nominated committee member will be designated as the Person In Charge (PIC) for the ballot and will supervise the printing of ballot papers, counting of the completed ballot forms /Proxy vote and production of the result.

c) Proxy votes must be submitted to the ballot by the nominated committee member who will supply a printed copy of the Proxy email request to the PIC. The committee member will then complete the ballot form and attached the printed Proxy email form to the back of the Ballot form. The PIC will then validate the Proxy vote prior to it being included in the count.

d) Members will cast their vote on the official voting card and their votes will be counted. The proposal with the most votes will win.

e) In the event of a tied ballot the ballot will, if practically possible, be rerun the same evening. If not possible, on the following evening.

16. BYE LAWS

The Committee may, from time to time, make, vary or revoke Bye Laws not inconsistent with these Rules for the regulation of the internal affairs of the Club and the conduct of the members. All Bye Laws shall be binding on members until revoked by the Committee or set aside by a General Meeting of the Club.

17. ALTERATION OF THE RULES

The Committee shall have the power to alter the rules, but no such alteration shall take effect until the same has been confirmed at the Annual General Meeting or at such General Meeting called for that purpose. Any member wishing to make a new rule or alter an existing Rule or Bye Law of the Club, must submit a proposal, in writing, duly seconded, to the Hon. Secretary before 1st August for the following Annual General Meeting.

This Constitution may only be changed through agreement by a majority vote at the AGM or EGM.

18. FINANCES

- a) The Club treasurer will be responsible for the finances of the club
- b) The financial year will run from 1st August and end on 31st July.
- c) All club monies will be banked in the account held in the name of the club
- d) A statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
- e) Any Cheques drawn against the club funds must bear the signatures of the treasurer plus at least one other officer.
- f) All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

19. AUTHORITY TO COMMIT TO SPEND

Expenditure is defined into three categories : Minor, Major & Functional.

Minor : £200 or less

Major : in excess of £200.00

Functional : running costs, utility bills, ASC capitation fees etc

All spend will be reported via the Club Treasurer at each committee meeting.

Minor expenditure - needs approval of at least 3 committee members.

Major expenditure - needs approval by quorum at a committee meeting.

Functional - needs to be approved by committee in principal, but practically dealt with by the Treasurer and at least one other committee 'officer'.

20. POWER TO BORROW

The Club shall have the power to borrow money to further its objectives, as per rule 2. The security for any borrowing will be by personal guarantors, or Abbeydale Sports Club Ltd. However, the Club may only borrow following acceptance of a resolution, at an AGM or Special General Meeting called for the purpose, which details the following:

The purpose of the loan

The maximum amount of the loan

The term of the loan

How it is secured

21. SAFEGUARDING AND PROTECTING YOUNG PEOPLE IN BADMINTON POLICY

The Club aims to create an enjoyable environment for all juniors who wish to play badminton and use the social and other recreational facilities. The Club emphasizes that young people have the right to be safe, secure and free from threat.

The Club acknowledges that young people have the right to be treated with respect and for their concerns to be listened to and acted upon appropriately.

The Club has procedures in place to help any young person who requests help and support on a confidential basis, in issues relating to Child Protection.

The Club will ensure that all coaches hold a relevant Badminton England (BE) Coaching award and abide by Badminton England's Code of Ethics and Code of Conduct.

The Club will ensure that any Club coach, members or volunteers working with young people adopt and abide by the BE's Safeguarding and Protecting Young People In Badminton Policy and Procedures.

The Club will appoint a Child Welfare Officer who will be responsible for ensuring the Club's Child Protection Policy and Procedures are kept up-to-date and followed by everybody associated with the Club.

The Club's President and Vice President will take specific responsibility for ensuring that a Child Welfare Officer is in place.

22. SPORT EQUITY

The Club is committed to ensuring that equality is incorporated across all aspects of its activities.

The Club respects the rights, dignity, and worth of every person and will treat everyone equally within the context of the sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social economic status.

The Club is committed to everyone having the right to enjoy the sport in an environment free from threat of intimidation, harassment and abuse.

The Club will deal with any incidence of discrimination seriously in accordance with rule 8 Misconduct.

23. DATA PROTECTION POLICY

The Club is committed to ensuring that it complies with the Data Protection/GDPR laws at all times.

In accordance with these laws, personal data on Club members may only be held electronically and/or on paper by authorised officers and relevant committee members to enable them to manage the membership, team selection and other procedures authorised by the Committee.

The Club will provide selected members' details to Abbeydale Sports Club Limited, Badminton England and any other organisation designated by the Committee as required, ensuring it is only provided on the basis that these organisations have a suitable and consistent Data Protection Policy.

The Club will ensure that all data is fully maintained and up-to-date and ensure that any member's request for non-disclosure is respected at all times.

The Club will communicate with members where appropriate using their latest address held or electronically by email address, if available and authorised for usage. These contact details will also be supplied to authorised organisations assuming the same authorisation criteria.

24. CODE OF CONDUCT FOR PARENTS, CARERS AND SPECTATORS

Please help Abbeydale Park Badminton Club provide an atmosphere and culture that encourages fair play and promotes our sport.

- a. Respect the rules of the Club yourself.
- b. Encourage your child to learn the rules of the Club and the game, and play within them.
- c. Encourage your child to value fair play and accept the judgement of officials.
- d. Help your child to recognise good performance, not just results
- e. Support your child's involvement and help them to enjoy their sport.

- f. Ensure your child arrives on time for club sessions and events and is picked up on time from them.
- g. Ensure your child's fees are paid promptly by the due date.
- h. Never blame a child for losing or making mistakes.

25. CODE OF CONDUCT FOR JUNIOR MEMBERS

Abbeydale Park Badminton Club is fully committed to safeguarding and promoting the well being of all its junior members. The Club believes that it is important that members, coaches, administrators and parents associated with the Club should, at all times, show respect and be encouraged to be open in sharing any concerns or complaints they may have about any aspect of the Club with the Abbeydale Junior Badminton Club Committee. As a junior member of the Club you are expected to abide by the following code of conduct.

All junior members must play within the laws of the game and respect all officials and their decisions.

All junior members must follow the rules of the Club at all times.

All junior members must show respect for other members in the Club and opponents.

All junior members should keep to agreed times for sessions and competitions, and inform the appropriate person if they are going to be late.

If having been selected for a competition or match, a junior member is required to withdraw, they must inform the appropriate person immediately.

All junior members must wear appropriate badminton sports clothing for club sessions and competitions

All junior members must pay any fees for training and events promptly or by the due date.

All junior members must endeavour to keep the Hall and Changing rooms clean & tidy, disposing of rubbish in the appropriate containers.

Junior members are not permitted to smoke, consume alcohol or drugs of any kind on the Club premises or whilst representing the Club. (Members who are required to take prescribed medicine must discuss this with the Club Child Welfare Officer or Coach)

26. CODE OF CONDUCT FOR SENIOR MEMBERS

Abbeydale Park Badminton Club is fully committed to providing a suitable environment for everyone to enjoy the game of badminton. The Club believes that it is important that members, coaches, administrators and parents associated with the Club should, at all times, show respect and be encouraged to be open in sharing any concerns or complaints they may have about any aspect of the Club with the President or committee of the Club.

As a member of the Club you are expected to abide by the following code of conduct.

- a. All members must play within the laws of the game and respect all officials and their decisions.
- b. All members must follow the rules of the Club at all times.
- c. All members must show respect for other players in the Club and opponents.
- d. All members should keep to agreed times for matches and competitions, and inform the appropriate person if they are going to be late.
- e. If having been selected for a competition or match, a member is required to withdraw, they must inform the appropriate person immediately.
- f. All members must wear appropriate badminton sports clothing for club sessions, matches and competitions. In particular, members must change into non-marking indoor sports trainers before stepping on court.
- g. All members must pay any membership, match or tournament fees promptly or by the due date.
- h. Members are not permitted to smoke, consume alcohol or drugs of any kind on the Club premises or whilst representing the Club.
- i. Members should not make defamatory remarks about the Club or the organisation of the Club to other members or members of other clubs.
- j. Members should attend a club night representative of their standard or be willing to play within the spirit of the Club night if attending a lower standard night.
- k. Members should not swear or shout excessively during play.

27. DISSOLUTION

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

In the event of dissolution, all debts should be cleared with any club funds. Any assets of the club that remain following this will become the property of the adult full members in equal shares.

28. DECLARATION.

Abbeydale Park Badminton Club (APBC) hereby adopts and accepts this constitution as a current operating guide regulating the actions of the members.

Signed : Chairman

Signed : Secretary.

Date :