



Club Constitution

The Constitution of Swifts Junior Badminton Club



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1 Club Name

The club shall be called Swifts Junior Badminton Club.

2 Objectives

The objectives of the club shall be to

- play and promote junior badminton;
- offer badminton coaching to all members;
- offer competition opportunities to all members.

3 Organisation

3.1 Committee

The club shall be run by a committee, elected by the members at the AGM or an EGM, consisting of

- chairman;
- treasurer;
- secretary;
- match secretary;
- up to two other committee members.

The chairman, treasurer, secretary and match secretary shall be the officers of the club.

3.2 Eligibility for Membership of the Committee

The following are eligible for election to the committee:

- parents or guardians of club members;
- parents or guardians of past club members;
- past club members;
- any regular unpaid coaching or administrative helper with at least two years' current, continuous, regular service to Swifts;
- past committee members.

All committee members shall be at least eighteen years of age and of good standing.



3.3 Voting at Committee Meetings

Each committee member attending a committee meeting shall be entitled to one vote on any issue, unless he/she has a vested interest.

If a committee member has a vested interest in an issue the committee has the right to ask that committee member to leave the room while discussion and voting on that issue takes place. However, the committee may decide to allow discussion to take place between all committee members.

In the event of a tied vote the chairman shall have a deciding vote.

3.4 Powers of the Committee

The committee shall have the following powers and duties:

- to co-opt further committee members at any time, to a maximum committee size of six;
- to operate bank accounts in the name of the club and to disburse club funds in the furtherance of the club's aims;
- to appoint authorised signatories for the club's bank accounts;
- to demand an audit of the club's accounts;
- to determine the club's meeting venue, dates and times;
- to limit the number of members in accordance with safety needs, availability of coaches and the courts available at club sessions;
- to decline membership to any prospective member;
- to operate a waiting list for membership;
- to suspend or remove from membership any member who does not adhere to the club's code of conduct or safety guidelines, or whose parent or guardian does not adhere to the club's code of conduct for parents;
- to determine and vary membership subscriptions, match fees and other charges;
- to appoint a head coach, assistant coaches and coaching assistants;
- to appoint a publicity officer from among the committee members;
- to appoint a child welfare officer from among the committee members;
- to appoint a selection committee;
- to appoint individuals to any further roles it thinks fit;
- to determine and vary club policies, procedures, codes of conduct and safety guidelines;
- to determine and vary the bodies to which the club shall be affiliated.

3.5 Resignation of Committee Members

If a committee member should resign between AGMs the committee shall have the right to co-opt a new committee member, providing there are never more than six committee members at any one time.

If the resigning committee member is an officer of the club (as defined at paragraph 3.1 above) then the committee shall appoint a replacement from among their number to replace the outgoing member. This may occur before or immediately after a replacement committee member has been co-opted.

An officer may resign from his/her office without resigning from the committee. If this occurs the committee shall have the right to appoint a replacement officer from among their number to replace the resigning officer.



4 Club Finances

The treasurer shall keep all the club's accounts which may, at the discretion of the committee or by resolution at an AGM or EGM, be audited.

The financial year of the club will run from 1st June to 31st May.

Cheques shall be signed only by authorised signatories.

Should the club no longer be viable and the accounts need to be wound up then any residual funds, after all creditors have been satisfied, shall be donated to a club or organisation with similar aims to those of Swifts, at the committee's discretion.

5 Membership

Membership is open to those under eighteen years of age at 1st September at the commencement of the season.

Guests may be accepted at a member's request with the prior permission of the head coach and upon payment of a guest fee, unless the committee declines to accept that guest. No individual may be a guest at more than three club sessions in any season.

All members and committee members are subject to the constitution and codes of conduct adopted by the club.

Membership fees will be determined and varied annually by the committee.

6 Annual General Meeting

6.1 Timing and Attendance

The annual general meeting shall be held every year in June. At least twenty-one days' notice shall be served on all members and committee members by the club secretary. Such notice shall include any proposals made by the committee.

Those entitled to attend the AGM shall be

- members;
- outgoing committee members;
- parents or guardians of members;
- other people eligible to become committee members;
- other participants invited by the committee.

6.2 Proposals

If any member, upon receipt of notice of the AGM, wishes to make any proposals at the AGM he/she must provide such proposals to the club secretary with seven days of receipt of the notice of the AGM.

The secretary shall then, within seven days, serve notice on all members and committee members of the wording of any such proposals received and add them to the agenda.



6.3 Agenda

The agenda for the AGM shall include

- acceptance of the minutes of the previous AGM;
- chairman's report;
- secretary's report;
- treasurer's report and acceptance of the year's accounts;
- match secretary's report;
- resignation of the current committee, whose members shall remain eligible for re-election;
- election of the committee for the coming year;
- proposals from the committee;
- proposals from members.

6.4 AGM Chairman

The club chairman shall chair the AGM. In the event of his/her absence the attendees shall appoint a chairman from among the committee members present.

The AGM shall not proceed if there are no committee members present.

6.5 Voting at the AGM

Those entitled to vote at the AGM shall be

- outgoing committee members;
- parents or guardians of members;
- other attendees eligible to become committee members.

No attendee shall have more than one vote except the chairman who shall have a deciding vote in the event of a tie.

Only one attendee shall derive their voting rights from any individual member.

7 Extraordinary General Meeting

7.1 Calling an EGM

An extraordinary general meeting shall be called

- when at least 25% of the membership (or their parents) request one, or
- when the committee requests one.

The club secretary shall give at least twenty-one days' notice of an EGM to all members and committee members, including details of any proposals made by members or the committee.

An EGM proposal may relate to

- change to the committee membership;



- change to the club constitution;
- winding-up of the club.

7.2 EGM Chairman

The club chairman shall chair the EGM. In the event of his/her absence the attendees shall decide on a chairman from among the committee members present. If no committee member is present then the chairman shall be chosen from among the EGM attendees.

7.3 Attendance

Those entitled to attend an EGM shall be

- members;
- committee members;
- parents or guardians of members;
- other people eligible to become committee members;
- other participants invited by the committee.

7.4 Voting at the EGM

Those entitled to vote at the EGM shall be

- committee members;
- parents or guardians of members;
- other attendees eligible to become committee members.

No attendee shall have more than one vote except the chairman who shall have a deciding vote in the event of a tie.

Only one attendee shall derive their voting rights from any individual member.

8 Notice of Meetings

Notice of meetings and proposals received (AGM or EGM) shall be served in any of the following ways, at the committee's discretion:

- by letter to the member's recorded address;
- by email to the member's recorded email address.

9 Changes to the Constitution

The constitution can be changed only by majority vote at an AGM or EGM.

The club can be wound up only by resolution at an AGM or EGM.

