



CLUB CONSTITUTION

1. CLUB NAME AND AFFILIATIONS

- a) The club will be called Angel Centre Badminton Club.
- b) The club will be affiliated to both Badminton England and Badminton Kent.

2. AIMS AND OBJECTIVES

- a) The aims and objectives of the club will be:
 - i. To play badminton and promote the club within the local community.
 - ii. To encourage, promote and facilitate league match opportunities to all members.
 - iii. To provide duty of care and protection to all members as outlined in Badminton England's Safeguarding policy (see section 14 - other policies).
 - iv. To ensure all present and future members receive fair and equal treatment as outlined in Badminton England's EDI (Equality, Diversity & Inclusion) policy (see section 14 - other policies).

3. OFFICERS OF THE CLUB

- a) The officers of the club will be:
 - i. Chairperson
 - ii. Secretary
 - iii. Treasurer
- b) Officers will resign annually at the AGM and will be eligible for re-election. The same applies to all other committee members.
- c) The Club can appoint other officers, such as Match Secretary, Fixture Secretary, Club Captain, Social Secretary at the recommendation of the Management Committee.
- d) In exceptional circumstances, the officers can make operational decisions, to ensure the continued running of the club. Exceptional circumstances are unforeseen events, such as sport hall closure, pandemic, increased charges or costs.



4. MANAGEMENT COMMITTEE (known as 'Club Committee')

- a) The club will be managed through the Management Committee consisting of: Chairperson, Secretary, Treasurer and ideally at least two others, with the total being a minimum of five. All will have the right to vote at meetings.
- b) Management Committee meetings will be convened by the Chairperson of the club and held no less than once per year.
- c) The quorum required for business to be agreed at Management Committee meetings will be three. The three Officers are permitted to hold separate meetings if it is deemed necessary but must communicate outcomes to the other committee members.
- d) The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- e) The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.
- f) The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution and those of the league.
- g) The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.
- h) The Management Committee can temporarily appoint other officers or contractors in times of both exceptional or normal operational needs.

5. MEMBERSHIP

- a) Membership of the club shall be open to anyone interested in playing badminton on application subject to satisfying the club playing standard.
- b) All members will be subject to the regulations of the club constitution and by joining the club will be deemed to have accepted these regulations and the accompanying code of conduct.
- c) Members will be enrolled into one of the following categories:
 - i. Full or adult member: paying full subscription, eligible for a place in match playing teams and to have voting rights at the AGM
 - ii. Associate member: paying partial subscriptions, eligible to substitute into a place in a match playing team and to have voting rights at the AGM

- iii. Junior member (aged under 18 on 1 September) or who are in Full Time Education, paying partial subscription and substituting into a place in a match playing team. These categories of member are welcome to the AGM, however, without voting rights.
- d) All existing members will be issued a Membership Renewal Application Form in the weeks following the AGM which must be returned to the club secretary by the date stated.
- e) All club members must be affiliated with Badminton England and Kent Badminton. Affiliation fees are non-refundable.
- f) The Officers or the Committee will have the sole discretion to grant Honorary Membership to a very long-standing member (usually a member for over 20 yrs. and over age 65). This is owing to the member being unable to attend regularly on club night and/or play in the league. To continue to attend ad-hoc, the member must be a current paid member of Badminton England and pay for attendance on each club night. The Club, (through either the Secretary or Treasurer) will collect the Badminton England Membership fee and register the member.
- g) A member may resign by sending an email to the Club Secretary.

6. MEMBERSHIP FEES

- a) Membership fees will be set and reviewed annually by the committee prior to the AGM and approved at the AGM.
- b) Subscription fees are payable annually by the date listed on the Membership Renewal Form.
- c) At the sole discretion of the Management Committee, some Members, who join after the start of the season, will pay their subscription fees on a pro rata basis.
- d) Subscription fee rebates may be awarded at the sole discretion of the Management Committee depending on the circumstances of the member e.g. Unforeseen events, medical conditions, long term injuries.

7. VISITORS

- a) Club members shall be allowed to bring guests but must first obtain the permission from one of the Management Committee.
- b) A guest shall pay a visitor fee at an amount agreed annually at the AGM.
- c) Once a visitor has attended 3 times in a season the Management Committee will decide whether to invite the guest to become a member. This will be based on if they perform to the appropriate playing standard and confirmation that they are willing to adopt the Constitution, the Club Code of Conduct and paid membership of both Badminton England and Badminton



Kent. A pro-rated membership fee will then be payable. The Management Committee has the sole discretion to allow the potential new member to visit up to a further 3 times before joining.

8. FINANCE AND ACCOUNTS

- a) All club monies will be banked in an account held in the name of the club.
- b) The Treasurer will be responsible for the finances of the club.
- c) The Chairman and The Treasurer will have equal access to the account.
- d) The financial year of the club will run from 1 May to 30 April.
- e) A statement of the annual accounts will be presented by the Treasurer at the AGM, having been reviewed by a suitably responsible person or Club Committee member.

9. ANNUAL GENERAL MEETINGS

- a) The Annual General Meeting will be held within six weeks of the Financial Year end, as detailed in Finance and Accounts. Members will be notified a minimum of seven days in advance.
- b) The agenda will include:
 - i. Report from the Chair
 - ii. Brief Summary Reports by Team Captains
 - iii. Treasurers report and presentation of the year's accounts
 - iv. Setting club subscription, league match fees and visitor fees for the coming season
 - v. Any league motions and business
 - vi. Resignation of the current officers
 - vii. Election of officers for the coming year
- c) All paid up full and associate members have the right to vote at the AGM
- d) The quorum for AGMs will be 20% of the members.
- e) The Management Committee has the right to call Extraordinary General Meetings (EGM) outside the AGM. Procedures for EGMs will be the same as for the AGM.
- f) Members also have the right to call for an Extraordinary General Meeting (EGM). It shall be held at the request of at least 6 members with reasons submitted in writing to the Club Secretary. Notice for an EGM will be the same as for an AGM.

10. MATCHES

- a) Members taking part in League and friendly matches, shall pay a match fee for home and away matches at an amount agreed annually by the Management Committee, once League Teams are submitted. The individual match fee should be paid by the members/players to the appointed League Captain or designated Captain at the event, who then pays the total fees to the Club Bank Account in reasonable time. The fee should be paid to the club match appointed Captain at the event.
- b) A Management Committee member shall represent the club at general and handicap meetings of The League Committee, where invited and shall have the authority to vote on all matters affecting the League and Club's interest.
- c) The Management Committee shall decide 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. Entries will be submitted by the Secretary, within the Leagues rules and timings.
- d) Initially, all members of the Management Committee shall be responsible for selecting and where appropriate, nominating club members for League teams, in the spirit of the club objectives facilitate the members wishes as best as possible. The decision must be regarded as final. Thereafter, the Captain of a team, also to be nominated by the Management Committee, may make temporary changes to their team, based on the league rules.
- e) Club tournaments can be arranged annually with the object of giving all members the opportunity to play. 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.

11. DISCIPLINE

- a) If any member feels they have a grievance or issue that needs resolution they should notify a member of the Management Committee at the earliest opportunity. All relevant information should be provided to allow proper consideration of the matter.
- b) More serious complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary or Chair. The committee has the power to take appropriate disciplinary action including the termination of membership.
- c) All concerns, allegations or reports of poor practice/abuse will be recorded and responded to swiftly and appropriately.
- d) The Management Committee will meet to hear complaints within 21 days of a complaint being lodged. The committee will then decide on a course of action.

- e) The outcome of a disciplinary hearing will be notified in writing, to the person who lodged the complaint and the member against whom the complaint was made, up to 7 days of the hearing.
- f) There will be the right of appeal to the Management Committee, within 21 days following disciplinary decision and action being announced. The committee should consider the appeal within 21 days of receiving the appeal in writing. Any decision will be final. The outcome will be notified, in writing, up to 7 days of the Committee's decision.
- g) Discipline can include any or all of the following: suspension - temporary or permanent from the club and/or league and/or a monetary fine/retained fee/s.

12. DISSOLUTION

- a) A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- b) In the event of dissolution, any remaining assets of the club will be discussed and voted on by the members at the AGM or EGM on how they are to be distributed.

13. CONSTITUTION CHANGES

- a) This Constitution can be changed only by majority vote at an AGM.

14. OTHER POLICIES

- a) Angel Centre Badminton Club supports and endorses the following policies outlined by Badminton England:
 - I. Rules and Regulations - <https://www.badmintonengland.co.uk/about-us/rules-and-regulations/> including Code of Ethics and Behaviours - <https://www.badmintonengland.co.uk/wp-content/uploads/2021/11/Code-of-ethics-and-conduct-2021-1.pdf>
 - II. Safeguarding: https://www.badmintonengland.co.uk/wp-content/uploads/2023/06/Badminton-England-Safeguarding_Strategy2023-2026.pdf
 - III. Equality, Diversity and Inclusion: <https://www.badmintonengland.co.uk/wp-content/uploads/2022/07/Badminton-England-Equality-Diversity-and-Inclusion-EDI-Strategy-Overview.pdf>



- b) Angel Centre Badminton Club supports and endorses the following policies & rules outlined by The Tunbridge Wells Badminton League -

Tunbridge Wells Badminton League Rules and League Match Conduct Rules – see ‘TWBL League & Singles Rules’ - <http://www.twbl.co.uk/Administration/>

15. DECLARATION

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

SIGNED:

DATE:

NAME:

POSITION: Club Chairperson

SIGNED:

DATE:

NAME:

POSITION: Club Secretary

April 2024