

# Berkshire Junior Badminton Association (BJBA)

## Revised Constitution

July 2017

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## ***BJBA Badminton Club, including the BJBA Performance Centre***

### **1. BJBA BADMINTON CLUB INCLUDING THE BJBA PERFORMANCE CENTRE**

The club is part of the Berkshire Junior Badminton Association and will be called the Berkshire Junior Badminton Association Badminton Club and also incorporates the Berkshire Junior Badminton Association Performance Centre all of which will be will be affiliated to BADMINTON England. The association is referred to as the BJBA in this document.

### **2. AIMS AND OBJECTIVES**

The aims and objectives of the club will be:

- ✋ To offer coaching and competitive opportunities in badminton.
- ✋ To promote the club within the local community.
- ✋ To provide the use of a sports hall facility.
- ✋ To provide duty of care and protection to all club members.
- ✋ To make sure all club members are treated equally and fairly.

### **4. 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.

The BJBA Badminton Club is part of the Berkshire Junior Badminton Association, and as such will be subject to the same regulations and codes of practice that the BJBA 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 part of one of the following groups:

- ✋ Junior playing members.

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.

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👉 Parents and Coaches and Helpers membership.

All of the following adults shall be 'voting members' of the Association:

- All members of the Executive Committee.
- All coaches of county junior squads and junior back-up squads.
- All organisers of tournaments sanctioned by the Association.
- All volunteer helpers at the junior club.
- All parents of junior members who have paid fees due for junior members training.
- All teachers in charge of badminton at affiliated schools.

## 5. MEMBERSHIP FEES

Membership fees will be set annually and agreed by the BJBA Committee.

Fees will be paid each term.

## 6. OFFICERS OF THE CLUB

The officers of the BJBA club will be the same officers as Berkshire Junior Badminton Association.

- 👉 Chairperson
- 👉 Secretary
- 👉 P C Manager
- 👉 Treasurer
- 👉 Head Coach\*
- 👉 Junior County Fixtures Secretary
- 👉 Events Organiser
- 👉 Training camp organiser

\*The Head Coach is an appointed role to the committee and not elected. The titles of these roles can be subject to change by the committee.

👉 Additionally there will be non-committee member roles of Welfare Officer, PR officer and Shuttles controller and County association rep.

All Officers will be re-elected annually at the Annual General Meeting of the BJBA.

All officers will retire each year but will be eligible to stand for re-appointment. It is recommended that officers only complete no more than 5 consecutive terms of office.

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## 7. COMMITTEE

The BJBA club will be managed through the Management Committee consisting of:

- ✋ The 8 committee members of the Berkshire Junior Badminton Association will be the committee for: The Berkshire Junior Badminton Association (BJBA), The BJBA Badminton Club and the BJBA Performance Centre. Only these posts will have the right to vote at meetings of the Management Committee.
- ✋ The Management Committee will be convened by the Chairman or the club Secretary no less than 6 times per year.
- ✋ The quorum required for business to be agreed at Management Committee meetings will be 4 committee members the Chairman of the Association shall hold a deliberative as well as a casting vote.
- ✋ The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- ✋ The Management Committee will have powers to appoint sub-committees and working groups as necessary and appoint advisers to the Management Committee as required to fulfil its business. If the post of any committee member should become vacant after an election, the Management committee shall have the power to fill the vacancy.
- ✋ The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings which will be conducted in accordance with the BADMINTON England Disciplinary Regulations.

Committee players concessions for helping on the BJBA committee:

The Chairman, Treasurer, PC Manager and Fixtures Secretary (when combined with the Tournaments role) can receive a concession of 1 free player, or 2 sessions per week per term. The remaining committee posts can have the concession of one players session per week or 50% of total fee per term, providing each committee member attends at least 50% of committee meetings.

## 8. CLUB POLICIES

The club adopts the following policies and Codes of Conduct (Appendix 1):

- ✋ BADMINTON England Equality Policy.
  - ✋ BADMINTON England Safeguarding & Protecting Young People policy.
  - ✋ BADMINTON England Codes of practise for players, coaches, volunteers, officials and parents.
  - ✋ Badminton England Code of Practise for Junior Members
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## **9. FINANCE**

All club monies will be banked in an account held in the name of the BJBA of which the BJBA Badminton Club is a part of

The BJBA Management 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 at the final day of the BJBA Summer Term each year.

## **10. ANNUAL GENERAL & OTHER MEETINGS**

Notice of Annual General Meetings will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members. The notice of AGM will be communicated via the club website and a direct communication (letter or email) to all voting members.

The AGM will receive a report from officers of the Management Committee and a statement of the annual accounts.

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 those who attend, ideally 25% of the membership.

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 by at least 50% of the membership and communicated with 21 days' notice.

## **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.

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The Management Committee will meet to hear complaints within 30 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 committee should consider the appeal within 30 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.

### **15. DECLARATION**

BJBA 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:

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POSITION: PC Manager

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