

The Constitution – Cambridge Crossways Badminton Club

Last updated: 9-May-2017

1. Title

The club shall be named Cambridge Crossways Badminton Club.

2. Objectives

The objectives of the club shall be to provide facilities for the playing of badminton and to enter teams in the local competitive leagues, in a sociable environment.

3. Membership

(a) There are 3 categories of membership:

- i) Senior Membership shall be open to all people aged 19 and over;
- ii) Junior Membership shall be open to all people aged under 19 at the commencement of the season;
- iii) Student Membership shall be open to all people aged 19 and over, in full-time education.

All members need to be of sufficiently high playing standard.

(b) All members need to be members of Badminton England, for the entire duration of the membership of the club.

(c) The club will only accept Junior members if it is able to comply with the then current Badminton England child policy guidelines.

(d) In addition to adhering to all rules of the club constitution, members shall:

- i) be courteous at all times to other club members, visitors to the club, and representatives of the club venue;
- ii) respect club equipment, and the venue and its equipment;
- iii) adhere to club rules regarding game selection;
- iv) assist with set-up and clearing away of the equipment at the start and end of each session.

(e) The membership limit of the club shall be fixed at each Annual General Meeting (AGM) of the club, subject to the proviso that the General Committee shall have an overriding power to vary this number should circumstances warrant this to be necessary. Selection of candidates for membership shall be at the discretion of the General Committee.

(f) The membership of any member may be terminated, in the interests of the club, by a 2/3rds majority vote of the General Committee, provided that such member shall have been given at least 10 days notice of such pending motion. A member so retired shall have a pro-rated proportion of their subscription fees (less any costs incurred by the club) returned to them. Grounds for termination of membership include but are not limited to:

- i) committing a breach of club rules;
- ii) failure to pay monies to the club;
- iii) becoming involved in serious misconduct as deemed by a simple majority vote of the General Committee or actions likely to bring the club into disrepute.

(g) The Membership Year shall run from September to May, exact dates varying from season to season.

- (h) Membership confers the right to:
 - i) vote for officers of the General Committee as are put up for election;
 - ii) vote on all constitutional policy within the club;
 - iii) stand for election to the General Committee of the club;
 - iv) always provided that membership fees and any payments due to the club have been paid.
- (i) The General Committee shall have power at any time to appoint non-playing Honorary Life Members.

4. Subscriptions and finances

- (a) The club is a non-profit making organisation. All profit and surpluses will be used for the benefit of the club, or as donations to charity (if agreed at an AGM).
- (b) The annual subscription for all members shall be such amount as shall be determined by the AGM and shall be paid to the Treasurer or their appointed representative(s) by 15th September or in a predefined number of instalments by an agreed date(s).
- (c) If a member fails to pay an instalment by the agreed date, providing a reminder has been given at least 14 days prior, they will cease to be a member of the club. They may, at the discretion of the General Committee, be re-admitted to membership on payment of arrears.
- (d) Visitors fees will be determined by the AGM and will be payable each night and can be incorporated in the subscription if the visitor is later accepted as a member. Visitors are allowed a maximum of 3 visits before a decision is made on their application for membership.
- (e) The club shall have one or more bank accounts. The Treasurer and at most 2 other members of the General Committee will be authorized to withdraw club funds from the account(s) as and when required. The Treasurer shall ensure that all club funds are deposited in the account(s).
- (f) The Treasurer or their appointed representative will present the club's financial position at the AGM.

5. Annual General Meeting

- (a) The Annual General Meeting (AGM) shall be open to all members of the club and shall be held each year upon a date at a time to be fixed by the General Committee for the following purposes:
 - i) to receive reports from the General Committee members;
 - ii) to elect the General Committee;
 - iii) to decide on any resolutions which may be submitted to the meeting according to the note below.
- (b) Members must be notified by the Secretary of the date and the agenda at least 14 days prior to the meeting.
- (c) Items for inclusion in the agenda must be in the hands of the Secretary at least 7 days prior to the AGM.
- (d) No business shall be discussed at the AGM unless at least 30% of the current membership is present.

- (e) All voting is held in public.
- (f) All decisions, except those relating to a change in the club constitution shall be taken by a simple majority of the AGM attendees; a change to the club constitution shall require a 2/3rds majority of the AGM attendees. In the event of a tie on a vote the Secretary shall have a casting vote.

6. Extraordinary General Meeting

- (a) An Extraordinary General Meeting (EGM) can be called at any time by a simple majority of the General Committee, or by petition from 1/3rd of the total membership of the club, stating the purpose for which the meeting is required.
- (b) Where an EGM is called by petition, the Secretary must ensure that the EGM is scheduled no later than 21 days after the date of the petition.
- (c) Members must be notified by the Secretary of the date and the agenda at least 7 days prior to the EGM.
- (d) At an EGM; no business shall be transacted other than that for which the meeting was called. No resolutions shall be passed at an EGM unless at least 40% of the current membership is available to vote by being present at the EGM or having provided their votes via absentee ballot.
- (e) Absentee ballots may be sent by members not able to attend the EGM in person.
 - i) Absentee ballots must be sent from the member's registered email address (held in the club records), to the club secretary's email address, at least 24 hours prior to the EGM.
 - ii) The secretary will acknowledge receipt of absentee ballots by reply email.
 - iii) The secretary will share all absentee ballots with the General Committee, prior to of the EGM.
 - iv) For the avoidance of doubt, absentee ballots do not apply to AGMs.
- (f) All voting is held in public. The secretary will make public any absentee ballots, and the respective casting member, at the EGM.
- (g) All decisions, except those relating to a change in the club constitution shall be taken by a simple majority of the EGM votes; a change to the club constitution shall require a 2/3rds majority of the EGM votes. In the event of a tie on a vote the Secretary shall have a casting vote.

7. General Committee

- (a) The affairs of the club shall be conducted by a General Committee which shall consist of the following positions:
 - i) Secretary
 - ii) Treasurer
 - iii) Membership Secretary
 - iv) Club Captain
 - v) Match Secretary
 - vi) Social Secretary
 - vii) Webmaster
 - viii) Shuttle Co-ordinator
 - ix) First Aid Co-ordinator
 - x) Refreshment Co-ordinator
- (b) The General Committee members shall collectively be responsible for maintaining the stability of the club.

- (c) The General Committee members shall be elected annually at the AGM.
- (d) No one individual shall hold any more than one of the following three positions: Secretary; Treasurer; and Club Captain.
- (e) The General Committee must comprise of a minimum of five individuals.
- (f) All members of the General Committee shall make a report at the AGM (or supply one, in their absence).
- (g) The General Committee shall have the power to appoint sub committees as necessary.
- (h) Members can be eligible for re-election.
- (i) The General Committee shall have the power to retire any member who has been absent for three consecutive meetings, or who in the opinion of a simple majority of the rest of the members of the General Committee has been negligent in the performance of their duties.
- (j) The General Committee shall have the power to elect any club member to fill any vacant position(s), with the exception of the positions of Secretary, Treasurer and Club Captain. For the positions of Secretary, Treasurer and Club Captain:
 - i) If the vacancy occurs prior to the last month of the Membership Year, then the General Committee should call an EGM (or address at the AGM, if this is imminent) to elect a member or members to the vacant position(s);
 - ii) If the vacancy occurs in the last month of the Membership Year or outside of the Membership Year, then the General Committee can appoint an interim member or members to the vacant position(s); and the General Committee should then call an EGM within the first month of the following Membership Year to elect a member or members to the vacant position(s).
- (k) The Secretary shall retain overall responsibility for the club and its administration, keeping accurate minutes of all meetings. In the event of a tie on a vote the Secretary shall have the casting vote.
- (l) No more than 1/3rd of the members of the General Committee shall be Honorary Life Members.

8. Complaints

Complaints must be made in writing to the Secretary, who will respond within 28 days, following discussion (if required) with the General Committee.

9. Assets and Equipment

In the event of the club ceasing to exist in its present form the last acting General Committee shall be empowered to dispose of any assets and equipment as they see fit, preferably to enhance the sport of badminton locally, provided it is not for personal gain.