

# KEYNSHAM JUNIOR B.C AND KEYNSHAM INTERMEDIATE B.C. CONSTITUTION

## **Club names and affiliation**

The clubs will be called Keynsham Junior Badminton Club (KJBC) and Keynsham Intermediate Badminton Club (KIBC), and will be affiliated to Badminton England and Avon County.

## **2 Aims and Objectives of KJBC**

The aims and objectives of the club will be to:

- allow junior players whatever their standard, to enjoy playing badminton.
- offer badminton coaching and competition opportunities to all junior members.
- provide a safe and enjoyable environment.
- make sure all club members and potential members are treated equitably.

## **2a Aims and Objectives of KIBC**

The aims and objectives of the club will be to:

- offer older juniors experience in adult play.
- provide a safe and enjoyable environment.
- make sure all club members and potential members are treated equitably.
- find a suitable adult club for junior members who reach 19 years old.

## **3 Finance and Accounts relating to KJBC**

All club monies will be banked in an account held in the name of the club.

The accounts will be kept by the Treasurer, and audited annually.

The financial year of the club will end on 31<sup>st</sup> August.

Any cheques drawn against club funds will be signed by at least two authorised signatories.

Should Keynsham Junior Badminton 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 and objectives, or an agreed charity.

## **3a Finances and Accounts relating to KIBC**

All club monies will be handed to the club Treasurer and banked into Keynsham Junior Badminton Clubs account.

The financial year of the club will end on 31<sup>st</sup> August.

A sub committee member will be responsible for recording all monies collected, and produce a separate balance sheet prior to the AGM.

The full committee will vote on its acceptance.

Any excess of income after expenditure should be recorded as a credit for KIBC, and may be used as the sub committee feels appropriate.

Should Keynsham Intermediate BC 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 and objectives, or an agreed charity.

## **4 Fees relating to KJBC.**

Fees will be set and reviewed before the new school term by the committee.

Fees will be paid in advance, on the day of the block session, or within two weeks, or at the discretion of the committee.

### **Refunds**

Refunds and subscriptions will be at the discretion of the committee

### **Exceptional circumstances**

At the discretion of the committee a fee may be reduced or waived.

### **Visitors**

Visitors will pay a visitors fee.

Visitors may join in for three sessions, on the third session they must decide to join or not.

#### 4a Fees relating to KIBC.

Fees will be set and reviewed before the new school term by the committee.

Fees will be paid in advance by adults and juniors. Junior membership will be classified as a Junior Club Member, which means they will pay the appropriate BE and ABA affiliation fees for the season ahead.

A shuttle fee will be charged to all members each week.

A visitors fee will be charged to visitors.

#### Refunds

Refunds and subscriptions will be at the discretion of the committee

#### Exceptional circumstances

At the discretion of the committee a fee may be reduced or waived

#### 5 Joining relating to KJBC

In most cases the joining age is between school year 1 and school year 13. (changed 27.6.09)

The committee will always try to accept new members, but may decline due to health and safety reasons regarding numbers. An address will then be taken and parents notified when a place is available.

#### 5a Joining relating to KIBC.

Potential adult members will be first invited by one or more of the sub committee. Any new members junior or adult, will have a trial period of 3 weeks, this may be extended if needed. Junior members will be invited by the sub committee. The sub committee will decide on the suitability of any new members junior or adult.

A simple two third majority will preside when deciding who would be suitable, all the sub committee should be present when a decision is to be made.

All adult members will be informed that the club has been formed to help the development of junior players wishing to progress to league standard clubs.

All adult members will be given copies of the club Child Protection and Equal Opportunities Policies and sign agreeing to those policies.

There will be no restriction to KJBC coaches visiting. A visitors fee will be paid.

Juniors will be expected to have had enough experience in three years to move on to a league standard club.

A junior membership is only temporary (3 years) in some instances full membership could be offered if the subcommittee feel he/she have reached a suitable standard technically and would be a good role model for up and coming juniors. (Added 19.6.10)

#### 6 Child protection and Equal opportunities policy.

The clubs will comply with both the above policies set out by Badminton

England and subsequent amendments. All coaches and helpers and adult members will be given copies, then sign a statement agreeing to those policies.

They will also agree to abide by the coaches code of conduct if applicable.

Copies of all the policies can be obtained from the committee or on the Web site. All coaches and helpers will have an enhanced CRB check.

#### 7 Discipline relating to KJBC.

A Code of conduct will be given to every junior.

A junior member may be asked to leave the club if he or she consistently disregards the Junior code of conduct, or act in a way the committee feel inappropriate.

The committee's decision is final.

#### 7a Discipline relating to KIBC

If the sub committee feel that a junior member is disregarding KJBC's player code of conduct (which is still valid) or in some way disruptive, their membership may be suspended or taken away.

If the sub committee feels that any adult member's behaviour is inappropriate, their membership may be suspended or taken away.

The subcommittee's decision is final.

## 8 Running of the Club

The club will be run by a committee consisting of:

- Chairman (elected)
- Treasurer (elected)
- Secretary (elected)
- Child welfare officer **will be elected at the beginning of the season by the committee.**

(Elected persons shall be part of the coaching team, and at least eighteen years old).

Up to three others may make up the committee including parents of juniors and/or helpers attending KJBC.

**A subcommittee from KJBC will run KIBC, the members will be elected at the beginning of the season by the committee. Those members will be full members of KIBC.**

**Other senior members from KIBC may be asked to assist in certain aspects of running the club.**

At the AGM, the committee will resign but will be eligible for re-election.

A member of the committee can only be dismissed through an Extraordinary General Meeting.

In the event of the resignation of any club officer the post can be delegated within the existing committee. Alternatively a successor can be nominated by the committee and notified to all members in writing.

**If any objections are raised members of the club can call an E.G.M.**

Members have the right to call for an Extraordinary General Meeting (EGM).

It shall be held at the request of at least 50% of committee members including non elected committee members. Notice for an EGM will be the same as for an AGM.

## 9 A G M

The Annual General Meeting will be held in **June**.

At least twenty-one days' notice will be given to members.

The Agenda will include:

- minutes of last meeting
- matters arising from last meeting
- Chairmans report
- Secretary may add a report as required.
- Treasurer's report and the year's Accounts
- resignation of the current committee
- the election of the committee for the coming year
- Constitutional changes if any
- any other business

All members have the right to vote at the AGM.

### Member definition:

- Junior member that has paid all subscriptions due at the time of the AGM\*
- Registered Club Coach
- Accredited Club Volunteer
- Committee member if not a registered club coach or accredited club volunteer.

*\* It is recognised there will be occasions when junior members will not be able to make an informed choice when voting on a motion/proposal is required. In those circumstances a parent/guardian may vote on behalf of the junior member with voting strictly limited to one parent/guardian per one junior member. (Added 18/06/11)*

Members have the right to call for an Extraordinary General Meeting (EGM).

It shall be held at the request of at least 50% of committee members including Non elected committee members. Notice for an EGM will be the same as for an AGM.

**10 Constitution Changes**

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

**11**

**Signed on behalf of Keynshan JBC: .....**

**Position: .....Date: .....**