



# Club Constitution

(created September 2020)

## 1. GENERAL

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- 1.1 The Club shall be called **Brandon Netball Club** ('the Club').
- 1.2 The Club will be affiliated to the Avon Netball Association of the All England Netball Association Ltd.

## 2. AIMS AND OBJECTIVES

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- 2.1 The aims and objectives of the Club are to:
  - Promote netball and the Club within the Bristol area
  - Offer coaching and competitive opportunities in netball
  - Manage training sessions
  - Ensure a duty of care to all members of the Club
  - Provide netball opportunities in a way that is fair to everyone
  - Ensure all current and future members receive fair and equal treatment.

## 3. MEMBERSHIP

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- 3.1 The Club shall consist of the officers and the members.
- 3.2 Membership of the Club shall be open, and not unreasonably restricted on the grounds of sex, race or of political, religious or other opinions to any person in the area prepared to accept and support the objectives of the Club. No club member, participant, volunteer or official will receive less favourable treatment on the grounds of gender, marital status, social class, colour, race, ethnic origin, creed or disability, or will be disadvantaged by conditions or requirements which cannot be shown to be relevant to their participation in the Club.
- 3.3 In accepting membership, a person agrees to abide in the constitution of the Club and the rulings of the Club Executive Committee.
- 3.4 Members will be enrolled in one of the following categories:
  - Full Member
  - Social and Supporting Member
- 3.5 Members may resign from membership at any time by giving notice to the Club Secretary.

## 4. MEMBERSHIP FEES

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- 4.1 Membership fees shall be determined and agreed by the members at the Club's Annual General Meeting (AGM).

- 4.2 Fees will be paid either by an annual or monthly subscription. Annual subscriptions will be required to be paid into the Club account prior to the commencement of the Avon Netball Association winter season. Monthly subscriptions will be required to be paid into the Club account in advance by the 3<sup>rd</sup> day of each month.
- 4.3 Members who are unable to pay their subscriptions in line with the dates above are able to request consideration of an alternative payment plan. Requests should be made to the Club Secretary and Club Treasurer and will be considered by the Executive Committee on an individual basis.

## 5. OFFICERS

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- 5.1 The officers of the club shall be:
- Chair
  - Vice-Chair
  - Secretary
  - Treasurer
  - Club Liaison Officer
  - Umpiring Secretary
  - Affiliation Secretary
  - Well Being Officer
  - Social Secretary
- 5.2 These positions will be held for a period of 12 months, being elected annually at the Club AGM. All officers shall retire annually but shall be eligible for re-appointment.
- 5.3 Any casual vacancy occurring may be filled by a member of the Executive Committee, or a Club member nominated and agreed by the Executive Committee.

## 6. EXECUTIVE COMMITTEE

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- 6.1 The Club will be managed through the Executive Committee, comprising:
- Chair
  - Vice-Chair
  - Secretary
  - Treasurer
  - Club Liaison Officer
- 6.2 Only these positions will have the right to vote at meetings of the Executive Club Committee.
- 6.3 Meetings of the Executive Committee shall be convened by the Secretary. The Committee shall meet as required, but not less than 4 times a year.
- 6.4 The quorum for the transaction of business at Executive Committee meetings shall be 3.
- 6.5 Every decision at a meeting of the Executive Committee shall be determined by a majority vote of all the members present and every voting member having one vote. In the event of a tie in votes, the Chair of the meeting shall have a casting vote.
- 6.6 The Executive Committee shall be responsible for considering any application for membership and shall decide if this application should be accepted. Any such decision shall be made in accordance with a non-discriminatory policy.

- 6.7 The Executive Committee may delegate some or all of its powers to a sub-committee. Any sub-committee must act only in accordance within the authority delegated to it by the Executive Committee.
- 6.8 The Executive Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organization of the club.

## 7. FINANCE

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- 7.1 All monies raised by or on behalf of the Club shall be used to further the aims and objectives of the Club and for no other purpose.
- 7.2 All Club monies will be banked in an account held in the name of the Club.
- 7.3 The Club Treasurer will be responsible for the finances of the Club.
- 7.4 The financial year of the Club will end on 30 April.
- 7.5 A statement of annual accounts will be presented by the Treasurer at the Club AGM.
- 7.6 Any cheques or transfers drawn against Club funds should hold the signature of the Treasurer plus up to two other officers.

## 8. ANNUAL GENERAL MEETING AND OTHER MEETINGS

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- 8.1 Notice of the Club Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 28 days' notice will be given to all members.
- 8.2 The AGM will receive a report from officers of the Club Committee and a statement of accounts.
- 8.3 Nominations for officers of the Club Committee will be sent to the Secretary prior to the AGM.
- 8.4 Elections of officers are to take place at the AGM.
- 8.5 All members shall be entitled to vote at general meetings of the Club and shall have equal voting rights.
- 8.6 The quorum for general meetings shall be 15% members present and eligible to vote.
- 8.7 An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Club Secretary signed by not less than **\*\* members (template includes 15 members but we may wish to consider a % here instead)**. The Executive Committee shall have the power to call an EGM by decision of a simple majority of its members. The EGM should be held within 21 days of receipt of a valid application.

## 9. VOTING PROCEDURES

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- 9.1 Each member shall be entitled to one vote.
- 9.2 A motion shall be carried by a single majority of those present and voting, except when the motion is a constitutional amendment which shall require a two thirds majority.
- 9.3 The Chair shall have a casting vote in addition to a member vote.

## 10. PROPERTY AND STAFF

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- 10.1 Responsibility for all property owned by the Club and for the employment of any paid staff and volunteers rests with the Executive Committee.

## 11. DISCIPLINE AND APPEALS

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- 11.1 The Executive Committee shall have the power to take disciplinary action against any member and shall have the authority to terminate the membership of any member guilty of conduct deemed to be a detriment to the Club.
- 11.2 There shall be the right of appeal to the Executive Committee, against any decision made by an officer of the Club.
- 11.3 The appeal shall normally be considered within 14 days of it being received by the Secretary.

## 12. DISSOLUTION PROCEDURES

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- 12.1 A resolution to dissolve the Club can only be passed at an AGM or EGM though a majority vote of the membership.
- 12.2 In the event of dissolution, any assets of the Club that remain will become the property of England Netball or some other club with similar objectives to those of the Club.

## 13. REVIEW OF THE CONSTITUTION

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- 13.1 The Constitution shall be reviewed on a yearly basis.
- 13.2 The Constitution will only be changed through agreement at an AGM or EGM. Any alteration to the Constitution shall require a two-thirds majority of members present and voting.
- 13.3 Additions to, or alterations of the Constitution shall be submitted to the Secretary not less than 21 days before the date of the AGM or EGM, or with a request for a special meeting of Club members. No resolution involving an amendment to the Constitution may be proposed or amended from the floor of a meeting.
- 13.4 In the event of a proposal for amending the Constitution being submitted, the Secretary shall inform the membership of the proposed motion not less than 14 days before the AGM.
- 13.5 In the event of any question or matter arising, which is not provided in the Constitution, this shall be dealt with by the Executive Committee, whose decision shall be final.

### Declaration

**Brandon Netball Club** hereby adopts and accepts this Constitution as a current operating guide regulating the actions of members.

SIGNED: ..... DATE: .....

Name: .....

**Club Chair**

SIGNED: ..... DATE: .....

Name: .....

**Club Secretary**