CONSTITUTION

Newbury and District Badminton Association

For the Newbury & District Badminton Association

1. NAME

The District will be called *Newbury & District Badminton Association* ("the District") and will be affiliated to Badminton England.

2. AIMS AND OBJECTIVES

The aims and objectives of the District will be:

- To offer coaching and competitive opportunities in Badminton.
- To promote the District within the local community.
- To manage the District.
- To provide duty of care and protection to all District members.
- To make sure all District members are treated equally and fairly.

3. MEMBERSHIP

Membership of the District shall be open to any club on application regardless of the gender, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs of that club's members.

Clubs, both Adult & Youth are subsidiaries of the District or section of the District and as such will be subject to the rules and regulations of the District and deemed to accept these regulations and codes of practice that the District has adopted.

The District may, from time to time, have different classes of membership and subscription on a non-discriminatory and fair basis. The District 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 enrolled in one of the following categories:

- Full or adult member.
- Full Time Student or concessionary member.
- Junior member.

All members will be subject to the regulations of the constitution and by joining the District will be deemed to accept these Regulations and Codes of Practice that the District has adopted.

4. MEMBERSHIP FEES

Membership fees for Clubs wanting to affiliate to the District will be set annually and agreed by the Executive Committee at the Annual General Meeting. Fees will be paid: annually.

5. OFFICERS OF THE DISTRICT

The officers of the District will be:

- Chairperson
- Secretary
- Treasurer
- Fixtures Secretary
- Welfare Officer
- Development Officer/Head Coach*
- Publicity Officer*
- Fund Raising Officer*
- School Liaisons Officer*
- {Club Representatives} *†

Officers will be elected annually at the Annual General Meeting in accordance with the rules.

All officers will retire each year but will be eligible for re-appointment. It is recommended that officers only complete 5 consecutive terms of office.

**These roles are not considered primary to the running of the district.*
† From clubs not represented by Officers of the District and will be invited to all Executive Committee Meetings.

6. COMMITTEE

The District will be managed through the Executive Committee consisting of:

- Officers of the District. Only these posts will have the right to vote at meetings of the Executive Committee. (Excludes Club Representatives).
- The Executive Committee will be convened by the Secretary of the District and hold no less than 4 meetings.
- The quorum required for business to be agreed at Executive Committee meetings should be at least 50% of the Officers appointed.
- The Executive Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the District.
- The Executive Committee will have powers to appoint sub-committees and working groups as necessary and appoint advisers to the Executive Committee as required to fulfil its business.

The Executive Committee will be responsible for disciplinary hearings of members who infringe the District rules/regulations/constitution. The Executive 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.

7. DISTRICT POLICIES

The District adopts the following policies and Codes of Conduct:

- Badminton England Equality Policy.
- Badminton England Safeguarding & Protecting Young People policy.
- Badminton England Safeguarding Adults policy.
- Badminton England Codes of conduct for players, coaches, volunteers, officials and parents.
- Set of rules for children and young people.

8. FINANCE

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

The Executive Committee will be responsible for the finances of the District which will be managed by the Treasurer.

The financial year of the District will end on: 30th June each year.

A draft statement of annual accounts will be presented by the Treasurer at the Annual General Meeting These to be independently verified by the next Executive Committee Meeting.

Any payments from District funds in excess of the online banking limit must be authorised by the Treasurer and one other officer named on the banking mandate. Expenditure at this level must be agreed by the Executive Committee and minuted.

9. ANNUAL GENERAL & OTHER MEETINGS

Annual General Meetings will be held not later than the 31st May and not less than 21 clear days' notice to be given to all member clubs by the District Secretary. The notice of AGM will be communicated via the District website and a direct communication (email) to all voting members and will include an Agenda.

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

Nominations for officers of the Executive Committee will be sent to the Secretary prior to the AGM as set out in the District Rules.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM, one vote per Member Club.

The quorum for AGM's will be achieved if more than 50% of Member Clubs are represented.

The Executive 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 District also have the right to call an Extraordinary General Meeting, which must be called for by at least 50% of the Member Clubs and communicated with 21 days' notice.

10. SAFEGUARDING YOUNG AND/OR VULNERABLE PEOPLE

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children, young or vulnerable people will be recorded and responded to swiftly and appropriately in accordance
with the District's safeguarding policies and procedures. The District Welfare Officer is the lead contact for all members in the event of any safeguarding concerns. In the event that a District Welfare Officer has not been appointed by the District, then concerns should be reported directly to Badminton England's Welfare Officer.

11. DISCIPLINARY & APPEALS

The District Executive Committee will follow the "Disciplinary Procedure of Badminton England"
All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

The Executive Committee will meet to hear complaints and retorts 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 7 days of the hearing.

There will be the right of appeal to the Executive Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

The Executive Committee will work to best practice in dealing with disciplinary issues as laid down in the Badminton England Disciplinary Regulations.

12. DISSOLUTION

A resolution to dissolve the District can only be passed at an AGM or EGM through a majority vote of the membership following the same quorum guidelines as for any other General Meeting.

In the event of dissolution, any assets of the District that remain will be part of the dissolution discussion, and hence decided where to be deposited by a majority vote of the member Clubs following the same quorum guidelines, which is not of any personal gain.

13. AMENDMENTS TO THE CONSTITUTION

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

14. DECLARATION

NEWBURY DISTRICT BADMINTON ASSOCIATION hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED: DATE:

NAME:

POSITION: District Chairperson

SIGNED: DATE:

NAME:

POSITION: District Secretary