

JEDBURGH BADMINTON CLUB

C O N S T I T U T I O N

1. The name of the club shall be “The Jedburgh Badminton Club”, hereafter referred to as *the club*

The aim of the club shall be to encourage and foster the sport and recreation of badminton and provide playing opportunities for all levels of play.

2. THE OBJECTIVES OF THE CLUB ARE:

- a. To provide coaching for beginners to encourage more players to take up the sport.
- b. To enter competitions at all levels of play to provide for all standards to compete.
- c. To run club nights that allow for all levels of participation.
- d. To run a juvenile section as part of the club to ensure that new players will continually join the club.
- e. To advertise the club and its activities so that people in the locality are aware of these.
- f. To plan for the development and well being of the club to ensure the clubs aims are achieved.

3. **MEMBERSHIP**

- a. 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 who is prepared to accept and support the objectives of the club.
- b. The maximum number for membership shall be decided by the committee. If it proves necessary to close membership, a waiting list for applicants will be created and any subsequent vacancies offered in the order of those waiting on the list.
- c. Membership of the club shall be divided into the following categories:

Adult Member: 16 years and over, and in full time employment

Junior Member: 14 years of age to 18 years, and in full time secondary education

Student Member: Over school age (16) but in full time education, and not earning

Senior Citizen: Anyone 60 years and over.

Other concessions to be agreed at the discretion of the executive committee

An exception to the junior membership is as follows:

Players under 14 years may be asked to become a member of the senior club if recommended by one of the club coaches or leader of the Junior Club, and is accepted by the committee of said club, provided it does not take the Junior membership over a sensible limit.

- d. Applications can be reviewed by the committee who have the final say as to whether or not membership will be granted. The committee shall have the right to suspend or cancel any membership in writing, membership fees will be refunded in full.

- e. Issues detrimental to the well being and long term future of the club or serious misconduct by a member representing the club are likely to lead to membership cancellation.

4. SUBS AND FINANCE

- a. The level of subs and fees shall be set at the Annual General Meeting and shall fall due on the fourth week of the club. No member shall play in any team or tournament unless full membership is paid by the due date.
- b. Subs / Fees will be set at a level to ensure that the costs of running the club are met based on the membership and costs incurred.
- c. Family rates are to be set along with the Annual Subscription rates. Family membership may consists of
 - i. One adult one child
 - ii. One adult two children
 - iii. Two adults one child
 - iv. Two adults two children
- d. Border League: If a team member fails to attend without notification then a charge equivalent to the current Border League fee will be applied. If the offender persists, they will be excluded after two offences from taking part in the league.
- e. Visitor's Fee: Visitors are allowed to attend up to six times paying visitor's fee plus shuttle fee. After that time they will pay full membership less the visitor's fees paid to that date. The visitor fee element to be agreed at the AGM.
- f. It is not the purpose of the club to make excessive profits.
- g. The funds of the club shall be lodged at a bank or building society in an account in the name of the club and all cheques drafts etc. drawn on these accounts shall be signed by any two of the following officers: (i) Treasurer, (ii) President, (iii) Secretary
- h. The Committee shall be responsible for ensuring that the Accounts of the Club for each financial year be examined by an independent examiner in time for the AGM.

5. ANNUAL GENERAL MEETING

The AGM of the club shall be notified to members within 14 days. It will be held during the month of March on the second last playing night of the season or other convenient date, and only fully paid up members ~~under Item 3~~ will be admitted. The office bearers for the ensuing season shall be elected and vacancies on the committee filled.

- a. Election of Committee Members: Only fully paid members of the senior club shall be allowed to elect committee members. Once junior members fall into this category then they may take full part in the committee meetings. If a junior representative has been elected for the year, the Junior representative will have 1 vote on behalf of the junior club.
- b. Voting Procedure: A vote may be taken on a point after it has been proposed by a senior member of the club and seconded by a similar member. Straight forward majority is needed to pass any point. If there is disagreement then this countermotion must be proposed and seconded, the vote by all members may be taken after due discussion. Only fully paid up members may vote at the AGM or Special Meetings.
- c. Special Meetings: A special meeting of the club may be called by a committee member if

a request in writing is received by the secretary and signed by two committee members or four ordinary members. The President of the club must respond within 28 days of receipt of the letter, and the meeting will be notified giving not less than 14 days notice. Any motion of consideration and voting at an AGM or special meeting must be notified to the Secretary not less than 7 days before the meeting date. Motions may be put forward at a meeting if supported by 2 voting members present. Proposals to change the Constitution require the support of a two-thirds majority of those present.

A special meeting has the right to:

- Alter the constitution temporarily until the AGM
 - Elect committee members if there is a resignation
 - Deal with any emergency arising during the season
- d. It will be decided at the start of the season if the club is to participate in the Border League. If necessary, league participating players will propose a format for the coming year and present this to the committee for agreement.

6. OFFICE BEARERS

The clubs affairs will be governed by an executive committee of office bearers who shall be elected at the AGM.

- a. **President:** The president shall take the chair at all general and AGM meetings, whom if failing to attend the meeting shall nominate a chairman for the meeting, in question. The president shall have a casting vote at all meetings. The president shall hold office for two years.
- b. **Vice President:** Who in the absence of the president shall take the chair at all meetings, and shall automatically at the end of the year of office become the president. The vice president shall hold office for two years.
- c. **Honorary Secretary:** Who shall keep the club minute book and enter therein-appropriate minutes of all general and AGM meetings. He or she shall attend to the routine correspondence and transact the business of the club. The period of office shall be for two years unless re-elected.
- d. **Honorary Treasurer:** Who shall collect monies due to the club and pay out all expenses incurred by direction of the general committee. The treasurer shall keep accurate accounts and books showing the financial affairs of the club, which at all time must be available to club members if so demanded, and shall prepare a general statement of account for the AGM. The treasurer shall also keep updated a register of the trophies and assets of the club. The period of office shall be for two years unless re-elected.
- e. **Match Secretary:** Who will organise the club matches and teams for any matches. The period of office shall be for two years unless re-elected.
- f. **Child Protection / Welfare Officer:** Who will look after the welfare of junior members, children, and 'adults at risk' attending club organised sessions / events and to help ensure that a well organised, safe and responsible environment exists for everyone, the club will follow the guidelines established by Badminton Scotland.
- g. **Junior Representative:** Who may be elected from the junior section of the club each year. If elected, they may attend all committee meetings and pass on queries or problems from junior members. The rep may take full part in all general and committee meetings.
- h. **Committee Members:** 2 general committee members, elected for one year. If positions are not all filled, then the club may co-opt further adult club members as required.

8. SUB COMMITTEES

These shall be elected at the start of the club season .

- a. A sub committee for selection of the Border League squad shall be set up if required. It will consist of a Captain, Vice Captain, and one other experienced player from the Border League Squad.
- b. A Handicap Committee- consisting of at least three elected members from the adult club.
- c. A Selection Committee if required - consisting of the match secretary plus two other committee members.

A QUORUM WILL BE FOUR AT ANY COMMITTEE MEETINGS.

9. BEHAVIOUR OF CLUB MEMBERS

Members failing to observe the rules pertaining to the let of the premises or abusing club property shall be expelled from the club. It should be noted that the janitors at the sports centre have overall say over the hall, club members and public attending.

If a member's behaviour is persistently of "Not Good Order", also with reference to the etiquette rules, then the committee may ask the member to resign from the club, with loss of membership fee. If expelled, this member may, within 28 days, require the secretary to convene a special meeting to consider an appeal, and the voting at that meeting will stand.

The following are the clubs etiquette rules given to all members:

- a. members are expected to arrive on court with suitable attire
- b. No person shall walk onto or near the court on which a game is being played.
- c. Shuttles cost money and should be treated with respect on and off the court.
- d. Players should show respect towards partners and opponent's alike and sporting conduct must be observed at all times.
- e. While waiting to go on court players must be tolerant and abide by any decision made by a committee member.
- f. Players should watch the board and make an effort to be in the hall when their game is likely to be called on. Failure to do so causes annoyance to other players and delays future games.
- g. The janitor has overall authority over the complex and his instructions whatever they may be are required to be obeyed immediately.
- h. The hall is not a meeting place for non-members and should not be used as such.
- i. One of the players completing a game is required to notify the person at the top of the board- the committee members have overall responsibility for the smooth running of the club nights

10. CHANGES AND RATIFICATIONS TO THE CONSTITUTION

Proposals shall be made, in writing, to the secretary 14 days before the AGM. This will be voted upon as per Item 5b. Should a change be agreed upon, the amended Constitution shall be signed

and dated by the Secretary and the President

11. FUNDS AND ASSETS

Should the club be disbanded, these will be given to a charitable organisation or a suitable sports related club or association, chosen by the current club membership.

12. TROPHIES

All trophies belong to the club in perpetuity.

13. DISCLOSURE

Any members in charge of minors or assisting minors in activities under the banner of Jedburgh Badminton Club if required, must agree to the 'disclosure process' as detailed by Badminton Scotland, or other governing body or association. JBC must apply for disclosure on their behalf at the earliest and JBC should renew said disclosures within the recommended time frames.

President

Signed _____

Date _____

Secretary

Signed _____

Date _____