

CONSTITUTION

NAME OF CLUB

Each club should carefully consider the most appropriate constitution for its particular circumstances. A basic constitution is provided below;

1. NAME

The club will be called *NAME OF CLUB* ("the club") and will be affiliated to Ghana Badminton.

2. AIMS AND OBJECTIVES

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in badminton.
- To promote the club within the local community.
- To manage the *NAME OF FACILITY (if applicable)*.
- To provide duty of care and protection to all club members.
- To make sure all club members are treated fairly and with respect.

3. MEMBERSHIP

Membership of the club shall be open to anyone interested in badminton on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.


NAME OF JUNIOR OR ASSOCIATED CLUB is a subsidiary club or section of the club and as such will be subject to the regulations of the constitution and deemed to accept these regulations and codes of practice that the club has adopted.

The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club 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.
- Student or concessionary member.
- Junior member.
- Add any other relevant member category

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.



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4. MEMBERSHIP FEES

Membership fees will be set annually and agreed by the Executive/Management Committee at the Annual General Meeting.

Fees will be paid: annually *DATE*/monthly/by weekly subscription.

5. OFFICERS OF THE CLUB

The officers of the club will be:

- Chairman
- Secretary
- Treasurer
- Head Coach
- Assistant Coach
- Welfare Officer
- Any other relevant position

Officers will be elected annually at the Annual General Meeting.

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.

6. COMMITTEE

The club will be managed through the Management Committee consisting of:

- *NAMES OF OFFICER POSTS*. Only these posts will have the right to vote at meetings of the Management Committee.
- The Management Committee will be convened by the Secretary of the club and held no less than *NUMBER OF MEETINGS, recommended at least 4 times* per year.
- The quorum required for business to be agreed at Management Committee meetings will be: *NUMBER [ACCORDING TO NUMBER OF OFFICERS IN POST, should be at least 50% of the group]*.
- The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- The Management Committee will have powers to appoint sub-committees and working groups as necessary and appoint advisers to the Management Committee as required to fulfil its business.
- The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be



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responsible for taking any action of suspension or discipline following such hearings which will be conducted in accordance with the Ghana Badminton Disciplinary Regulations.

- The club must evidence that at least three of the people on the committee are not related or co habiting.

7. CLUB POLICIES

The club adopts the following policies and Codes of Conduct (Appendix 1):

- Ghana Badminton Equality Policy.
- Ghana Badminton Safeguarding & Protecting Young People policy.
- Ghana Badminton Codes of conduct for players, coaches, volunteers, officials and parents.
- Code of conduct for young people.

8. CONFLICTS OF INTEREST

The Committee accept their responsibility in acknowledging potential conflicts of interest, and that all decisions made must be in the best interest of the club and its members. The committee through the Chair and Secretary agree to administering a register of interests for all committee members and executive committee members and recording potential conflicts as and when they arise.

9. FINANCE

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

The Club Committee will be responsible for the finances of the club which will be managed by the Treasurer.

The financial year of the club will end on: *DATE*.

An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.¹

Any cheques drawn against club funds will hold the signatures of the Treasurer plus up to two other officers. Where online payments are made, arrangements should be such that another committee member is aware of and agrees the transactions.

¹ Audited accounts should be reviewed by an external, independent examiner.

The examiner should not be influenced, or perceived to be influenced, by either close personal relationships with the trustees of the club or by day to day involvement in the administration of the club being examined.

It may be appropriate for the club to seek an auditor from another club or county.

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10. ANNUAL GENERAL & OTHER MEETINGS

Notice of Annual General Meetings will be given by the Club Secretary. Not less than 21 clear day's notice to be given to all members. The notice of AGM will be communicated via the club website and a direct communication (letter or email) to all voting members.

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

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be *NUMBER [USUALLY 25% OF THE MEMBERSHIP]*.

The Management 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 Club also have the right to call an Extraordinary General Meeting, which must be called for by at least 50% of the membership and communicated with 21 day's notice.

11. SAFEGUARDING YOUNG PEOPLE

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with Ghana Badminton's Safeguarding policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.


12. DISCIPLINARY & APPEALS

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary or nominated Disciplinary Officer.

The club will work to best practice in dealing with disciplinary issues as laid down in the Ghana Badminton Disciplinary Regulations.

13. DISSOLUTION

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.



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In the event of dissolution, any assets of the club that remain will become the property of Ghana Badminton or some other badminton club with similar objectives to those of the club.

14. AMENDMENTS TO THE CONSTITUTION

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

15. DECLARATION

NAME OF CLUB hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

DATE:

NAME:

POSITION: Club Chairman

SIGNED:

DATE:

NAME:

POSITION: Club Secretary

