

## CONSTITUTION

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### ***NAME OF CLUB Ipswich Badminton Performance Centre***

#### **1. NAME**

The Performance Centre will be called the ***Ipswich Badminton Performance Centre*** (“the IBPC”) and will be affiliated to BADMINTON England.

#### **2. AIMS AND OBJECTIVES**

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in badminton.
- To promote the performance centre within the local community and badminton.
- To manage the IBPC at Suffolk One.
- To provide duty of care and protection to all IBPC members.
- To make sure all IBPC members are treated equitably.

#### **3. MEMBERSHIP**

To ensure all present and future members receive fair and equal treatment.

Membership should consist of officers of the IPBC Management Committee, volunteers and playing members of the IBPC.

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

The Following Junior Clubs have an association *with the IBPC*

*Ipswich Badminton Club*

*Stowmarket Badminton Club*

*Chipmunks Badminton Club*

*Abbeygate Badminton Club*

*Adastral Park Badminton 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.

Members will be enrolled in one of the following categories:

- Student or concessionary member.
  - Junior member.
  - Life member.
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### 4. MEMBERSHIP FEES

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

Fees will be paid: by school term in advance

### 5. OFFICERS OF THE CLUB

The officers of the club will be:

- Chairperson.
- Secretary.
- Treasurer.
- Head Coach.
- Monitoring & Evaluation Officer
- Welfare Officer.
- Badminton England Regional Manager
- Volunteer Co-ordinator.
- Publicity Officer.
- Coaches x 3
- Marketing Co-ordinator.
- County Badminton Association Representatives x 3
- 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.

### 6. COMMITTEE

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

- *Chairperson, Secretary, Treasurer, Badminton England Regional Manager, Head Coach, Monitoring & Evaluation Officer, Publicity Officer, County Badminton Representatives and Assistant Head Coach.* 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 4 Meetings per year.
  - The quorum required for business to be agreed at Management Committee meetings will be: 5
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- 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 as necessary and appoint advisers to the Management Committee as necessary 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 responsible for taking any action of suspension or discipline following such hearings.

### **7. FINANCE**

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

The Club Treasurer will be responsible for the finances of the club.

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

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

Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to two other officers.

### **8. ANNUAL GENERAL MEETINGS**

Notice of Annual General Meetings will be given by the Club Secretary. Not less than 21 clear days notice to be given to all 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 15.

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.

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### **9. DISCIPLINE AND APPEALS**

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 the club's child protection policy and procedures. The club welfare officer is the lead contact for all members in the event of any child protection concerns.

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

The Management Committee will meet to hear complaints within 28 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 14 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 28 days of the Secretary receiving the appeal.

### **10. DISSOLUTION**

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

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

### **11. AMENDMENTS TO THE CONSTITUTION**

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

### **12. DECLARATION**

Ipswich Badminton Performance Centre hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

DATE:

NAME:

POSITION: Club Chairperson

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