



## Crossbow Netball Club Constitution – February 2016

### Crossbow Netball Club Constitution

1. The Club shall be called **Crossbow Netball Club**
2. The Club will be affiliated to Avon Netball Association of the England Netball Association Ltd.
3. **Aims & Objectives**

To promote the personal development for all club members, participants, volunteers and officials of the Club in relation to netball and, where appropriate, provide routes to opportunities to enhance and increase individual skills.

**Membership** The aims and objectives of the club shall be to:

- Promote netball and the club within the local community
- To offer coaching and competitive opportunities in netball
- Manage training sessions
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to everyone
- To ensure that all present and future members receive fair and equal treatment.
- Ensure Safeguarding policies are adopted.

4.
  - 4.1 The Club shall consist of the officers and the members.
  - 4.2 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.
  - 4.3 In accepting membership a person agrees to abide in the constitution of the Club and the rulings of the Club Executive Committee.
  - 4.4 Members will be enrolled in one of the following categories:
    - Full member** – members who attend training regularly and/or are selected into a team.
    - Discretionary member** – this type of membership can be made by application to or offered by the Club Executive Committee to members that are unable to train regularly and are not selected into a team.
    - Junior member** – those under 18 or U25 and in full-time education.
    - Honorary member** – this will be offered at discretion by the Club Executive Committee for long-standing members who have made a valued contribution to Crossbow Netball Club.
    - Umpiring Member** – this is available for members who wish to affiliation to Crossbow Netball Club for the purpose of umpiring only.
  - 4.5 Members may resign from membership at any time by giving notice to the Club Membership & Affiliation Secretary.



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### 5. Membership Fees.

- 5.1 Membership fees shall be stipulated at the Annual General Meeting by Club Executive Committee distinguishing between all different types of membership.
- 5.2 Fees will be paid: annually on 1<sup>st</sup> May or by monthly subscription payable by standing order toward the expenses of Crossbow inclusive of the England Netball Association, Avon Netball Association and Insurance
- 5.3 The Club Executive Committee may decide upon other charges or subscriptions at its discretion.
- 5.4 It is the duty of Crossbow Netball Club to inform parents or guardians of Juniors that they are not covered by insurance if they are not affiliated by Crossbow Netball Club.
- 5.5 If a full member has paid her subs in full for the year and is unable to train or play for a period of three months or more, a rebate should be given for the months they are unable to play on a pro-rata basis. The amount will be deducted from her forthcoming subs, providing they stay with the Club.

### 6 Officers

- 6.1 The officers of the Club shall be: Chair, General Secretary, Treasurer, Junior Representative (this person must be U18), Club Safeguarding Officer, Club Volunteer Co-ordinator and any other relevant position.
- 6.2 These officers shall hold for a period of 12 months, being elected annually at the Club AGM, with the exclusion of the Club Safeguarding Officer who will hold their post for 3 years. All Officers shall retire annually but shall be eligible for re-appointments.
- 6.3 Any casual vacancy occurring may be filled by the Executive Committee.

### 7 Club Executive Committee

- 7.1 The club will be managed through the Club Executive Committee consisting of: the Officers defined in 6, plus a Vice-Chairperson, Membership & Affiliation Secretary, Umpiring Secretary, Social Co-ordinator, Fundraising Officer, Media Officer, Junior Co-ordinator, Junior Secretary, Training Co-ordinator and Data Protection Lead. Only these posts will have the right to vote at meetings of the Club Committee. These positions must be filled by full, discretionary or junior members over the age of 18 only, as defined in 4.4.
- 7.2 Meeting of the Club Executive Committee shall be convened by the General Secretary and the Committee shall meet as required but not less than 4 times a year.
- 7.3 The quorum for the transaction of business at Club Executive Committee meetings shall be 8.
- 7.4 Every decision at a meeting of the Club Executive Committee shall be determined by a majority vote of the members present and every voting member having one vote. In the event of an equality of votes the Chair of the meeting shall have a casting vote.
- 7.5 The Club Executive Committee shall be responsible for considering any application for membership and shall decide if this application should be accepted. The decision shall be in accordance with a non-discriminatory policy.
- 7.6 The Club Executive Committee may delegate some or all of its powers and making to a sub-committee. Any sub-committee must act only in accordance within the authority delegated to it by the Executive Committee.



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- 7.7 The Club Executive Committee shall have the authority to elect a Club President from within any category of membership, as defined in 4.4.
- 7.8 The Club Executive Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

### **8 Finance**

- 8.1 All monies raised by or on behalf of the club shall be applied to further the objects of the Club and for no other purpose.
- 8.2 All club monies will be banked in an account held in the name of the club.
- 8.3 The Treasurer will be responsible for the finances of the club.
- 8.4 The financial year of the club will end on 30<sup>th</sup> April
- 8.5 A draft statement of the annual accounts shall be presented by the Treasurer at the Annual General Meeting (AGM). A final statement of accounts shall be circulated to the club after the AGM following independent review by someone external to the club.
- 8.6 Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to two other officers. In the absence of the Treasurer, authorisation may be given to two other signatories, as agreed.

### **9 Annual General Meeting and other Meetings**

- 9.1 Notice of the Annual General Meeting (AGM) will be given by the General Secretary. Not less than 28 clear days' notice to be given to all members.
- 9.2 The AGM will receive a report from relevant officers of the Club Executive Committee and a statement of the annual accounts.
- 9.3 Nominations for positions on the Club Executive Committee, named in 7.1, will be sent to the General Secretary prior to the AGM/or presented on the day of the AGM.
- 9.4 Elections for positions on the Club Executive Committee are to take place at the AGM.
- 9.5 Members shall be entitled to vote at general meetings of the Club and shall have equal voting rights.
- 9.6 The quorum for general meetings shall be 15% members present and eligible to vote.
- 9.7 Nominations for elections of positions on the Club Executive Committee must be proposed and seconded by one member entitled to vote.
- 9.8 An Extraordinary General Meeting (EGM) shall be called by an application in writing to the General Secretary signed by not less than 15 members. 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 28 days of receipt of a valid requisition.
- 9.9 Each requisition shall state the purpose for which a meeting is required and shall set out any resolution which it is desired to propose.
- 9.10 No other business will be transacted at the meeting.

### **10 Voting Procedures**



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- 10.1 Each full, discretionary and junior member over the age of 18 plus the Club President shall be entitled to one vote.
- 10.2 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.
- 10.3 The Chair shall have a casting vote in addition to a deliberative vote.

### 11 Property and Staff

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

### 12. Discipline and Appeals

- 12.1 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.
- 12.2 There shall be the right of appeal to the Club Executive Committee, against any decision made by an officer of the Club.
- 12.3 The appeal shall normally be considered within 14 days of it being received by the General Secretary.

### 13. Dissolution Procedures

- 13.1 A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- 13.2 In the event of dissolution, any assets of the club that remain will be donated to the Avon Netball Association or any other organisation to help promote youth netball in the local area.

### 14. Review of the Constitution.

- 14.1 The constitution shall be reviewed on a yearly basis.
- 14.2 The constitution will only be changed through agreement by majority vote at an AGM or EGM.
- 14.3 Additions to, or alterations of the constitution shall be submitted to the General 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.
- 14.4 In the event of a proposal for amending the constitution being submitted, the General Secretary shall inform the membership of the proposed motion not less than 14 days before the AGM.
- 14.5 Any alteration to the constitution shall require two-thirds majority of members present and voting.
- 14.6 In the event of any question or matter arising, which is not provided in the constitution, shall be dealt with by the Club Executive Committee, whose decision shall be final.



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### **Declaration**

Crossbow 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 General Secretary**