



# **FARINGDON NETBALL CLUB CONSTITUTION**

## **NAME**

The name of the organisation shall be **Faringdon Netball Club**

## **AFFILIATION**

The Club shall be affiliated to **England Netball**

## **OBJECTIVE**

The objective of this club is to foster and promote the sport of Netball, ensuring opportunities for recreation and competition are provided at all levels.

## **AIMS**

The aims of this club will be:

- To offer and provide coaching opportunities in Netball;
- To promote the club within the local community and Netball;
- To ensure a Duty of Care to ALL members of the club; and
- To ensure all members, current and future, receive fair and equal treatment.

## **MEMBERSHIP**

(a) Membership to the Club will be open to any person, regardless of race, age, sexual orientation or ability. 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 conduct that the club has adopted. Members shall complete a membership application and pay the relevant subscription/joining fees as determined at the Annual General Meeting of Club Members.

(b) Full Membership will be the only existing membership category of this club.

## **OFFICERS**

The Officers of the Club will be (see Appendix):

- a. Chairperson;
- b. Treasurer;
- c. Secretary;
- d. Coaches.

## **ELECTION OF OFFICERS**

(a) All Officers will be elected annually at the Annual General Meeting of the Club, from, and by, the Members of the Club.

(b) All Officers are elected for a period of one year and will be required to retire each year but will be eligible for re-appointment.

## **GENERAL COMMITTEE**

(a) The affairs of the Club will be managed by the General Committee consisting of the 'Officers of the Club' shown above in 5. This General Committee will be convened by the Secretary of the Club and shall meet at agreed intervals no less than two meetings per year.

(b) The roles and responsibilities of the General Committee shall be:

- To manage the affairs of the Club on behalf of its Members;
- To ensure all members receive safe, fair and equal treatment;
- To adopt new policies, codes of conduct and rules that affect the organisation of the club;

To be responsible for disciplinary hearings of members who infringe Club rules/regulations/constitution;

To be responsible for taking any action of suspension or discipline following such hearings;

To appoint additional members to the Committee as the Committee feels necessary. Appointed members will not be entitled to vote on the Committee, only elected members will be able to do so;

To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to an additional casting vote.

## **FINANCE**

(a) All monies will be banked in an account held in the name of the club. The club Treasurer will be responsible for maintaining clear and accurate records of all financial transactions made or drawn against the club. These records should be made available for reasonable inspection by All Club Members at the Annual General Meeting and when requested by Members. These financial records will be audited every year and a statement of these audited accounts will be those presented at the Annual General Meeting.

(b) Any monies drawn against the clubs financial funds will be required to possess the signatures of the Treasurer and up to two (2) authorised committee members

## **ANNUAL GENERAL MEETINGS**

(a) The Annual General Meeting will be held at the end of the playing season each calendar year. Notice of the Annual General Meeting will be given to members in writing no less than twenty one (21) days prior to the meeting. Members written notice of this meeting will be received by email to their specified email address. Members must advise the Secretary in writing of any business to be motioned at the Annual General Meeting at least fourteen (14) days prior to the meeting.

(b) The business of the Annual General Meeting shall be to:

Raise any queries or inaccuracies of the previous Annual General Meeting minutes and confirm as a true record;

Review the clubs audited financial accounts for the year;

Receive annual reports of the clubs movements from the Committee

Election of Officers are to take place;

Review subscription rates and agree them for the forthcoming year.

**NOTE:** The agenda could provide for "Any Other Business", but Members should be encouraged to refer other items to the General Committee and give the required notice for important Annual General Meeting business.

(c) A quorum for an Annual General Meeting shall be one third of the registered membership of the club.

(d) Each Full Member of the Organisation shall be entitled to one (1) vote.

(e) Decisions made at an Annual General Meeting shall be by a majority of votes from those Full Members in attendance. In the event of a there being a 50/50 spilt between voting Members, the Chairperson shall be entitled to an additional casting vote.

## **EXTRAORDINARY GENERAL MEETINGS**

The General Committee has the right to call an Extraordinary General Meeting outside the Annual General Meeting. Procedures for an Extraordinary Meeting will be the same as those for an Annual General Meeting.

## **ALTERATIONS TO THE CONSTITUTION**

Any proposed alterations to the Clubs Constitution may only be considered at an Annual or Extraordinary General Meeting convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a Full Member of the Club and seconded by another Full Member. Such alterations shall be passed if supported by no less than two-thirds of those Full Members present at the meeting, assuming that a quorum has been achieved.

**DISSOLUTION**

(a) Resolution to dissolve the club can only be passed at an Annual General Meeting or an Extraordinary General Meeting.

(b) In the event of dissolution, any assets of the club that remain will become the property of another voluntary organisation with similar objectives to this club

**DECLARATION**

Faringdon Netball Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_

Committee Position (print): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_

Committee Position (print): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_

Committee Position (print): \_\_\_\_\_

## **APPENDIX**

### **Chairperson:**

1. Arrange and chair meetings
2. Authorise expenses claims
3. Liaise with the coach, other committee members and players
4. Keep everybody informed on club decisions and activities

### **Secretary:**

1. Book meetings
2. Keep proper minutes of all meetings
3. Deal with post promptly
4. Book courts for training sessions
5. Organise A.G.M (Book room, sort out agenda, advise all members)

### **Treasurer:**

1. Collect all fees from players on a monthly basis
2. Payout any expenses claimed
3. Ensure that all court fees, insurance and league fees are paid promptly
4. Keep an accurate record of the clubs finances

### **Coaches:**

1. Organise their team, matches for their team and lead training sessions

### **Members:**

1. Attend training sessions on a regular basis
2. Remember communication is a two way process, the committee need feedback to do their job to the best of their ability
3. Pay all fees, including match fees
4. Do the best you can to be on time to training and matches
5. Adhere to the club's Code of Conduct