



## Woodley Netball Club Constitution

1. The Club shall be called Woodley Netball Club
2. The Club will maintain membership of England Netball, Netball South and Berkshire Netball.
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.

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
- To support and encourage all volunteers

### 4. Membership

- 4.1 **A member is anyone who holds England Netball Membership through Woodley Netball Club**
- 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 by 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:
  - Senior member
  - Junior member
  - Other e.g., Student member
- 4.5 Members may resign from membership at any time by informing their coach of their decision, who will inform the Club Treasurer.

### 5. Membership Fees.

- 5.1 Membership fees for all categories (distinguishing between members who are in full time employment, members who are unemployed or in full-time education and junior members) shall be set by the Executive Committee and agreed by members at the Annual General Meeting.
- 5.2 Fees can be paid in full or in instalments as set out by the Club's Executive Committee

- 5.3 Visitors shall pay a weekly training fee for a maximum of three weeks after which they must decide if they wish to join the Club and pay the Membership fees.
- 5.4 The Club's Executive Committee may decide upon other charges or subscriptions at its discretion.

## 6. Officers

- 6.1 The Elected Officers of the Club shall be: President (Honorary), Chair, Secretary, Treasurer, Club Safeguarding Officer, Club Volunteer Co-ordinator.
- 6.2 These officers shall hold this post for a period of 12 months, being elected annually at the Club AGM. 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. Executive Committee

- 7.1 The club will be managed through the Executive Committee consisting of: Elected Officers, Head Coach, Junior Head Coach, A Parent Representative from a Junior Local League, A Parent Representative from a Junior Regional League, A Player or a Parent Representative from a Senior Regional League and Senior Local League. Only these posts will have the right to vote at meetings of the Executive Committee.
- 7.2 Meetings of the Executive Committee shall be convened by the Secretary and shall be held as required but not less than 4 times a year.
- 7.3 At the start of every Committee meeting there will be a register of any conflict of interests, this will be kept on file alongside the minutes from the meeting.
- 7.4 The quorum for the transaction of business at Executive Committee meetings shall be 6.
- 7.5 Every decision at a meeting of the Executive Committee shall be determined by a majority vote of the members present with every voting member having one vote. In the event of an equality of votes the Chair of the meeting shall have a casting vote.
- 7.6 The 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.
- 7.7 The Executive Committee may delegate some or all of its powers and decision making to a sub-committee. Any sub-committee must act only in accordance within the authority delegated to it by the Executive Committee.
- 7.8 The Executive Committee will be responsible for adopting new policies, 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 two accounts held in the name of the Club.
- 8.3 The Club Treasurer will be responsible for the finances of the club and administering the accounts. Payments over £1,000 will be authorised (via email) by an Elected Officer of the Club.
- 8.4 The financial year of the club will end on 31<sup>st</sup> July.



- 8.5 An audited statement of annual accounts will be independently reviewed and presented by the Treasurer at the Annual General Meeting.

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

- 9.1 Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 28 clear days' notice to be given to all members.
- 9.2 The AGM will receive a report from officers of the Executive Committee and a statement of the audited accounts.
- 9.3 Nominations for officers of the Executive Committee will be sent to the Secretary prior to the AGM.
- 9.4 Elections of officers are to take place at the AGM.
- 9.5 All members shall be entitled to vote at general meetings of the Club and shall have equal voting rights.
- 9.6 All members under the age of sixteen will be able to nominate one parent or guardian (over the age of 16 years) to cast their vote at general meetings.
- 9.7 The quorum for general meetings shall be 15% of the total membership of the Club.
- 9.8 An Extraordinary General Meeting (EGM) shall be called by an application in writing to the 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 21 days of receipt of a valid requisition.

#### 10. Voting Procedures

- 10.1 Each member 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 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 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 become the property of England Netball or some other club with similar objectives to those of the club.

**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 at an AGM or EGM. Any alteration to the constitution shall require two-thirds majority of members present and voting.

14.3 Additions to, or alterations of the constitution shall be submitted to the 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 Secretary shall inform the membership of the proposed motion not less than 14 days before the AGM.

14.5 In the event of any question or matter arising, which is not provided in the constitution, shall be dealt with by the Executive Committee, whose decision shall be final.

**Declaration**

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

SIGNED:  DATE: 2/9/2021

Name: Kirsty Jordan

**Club Chair**

SIGNED:  DATE: 2nd September 2021

Name: Tammy Turner

**Club Secretary**