

# SUFFOLK BADMINTON ASSOCIATION CONSTITUTION

1. **Name** The Association shall be called the “Suffolk Badminton Association” (hereinafter called SBA).
2. **Constitution**
  - a) The SBA shall consist of affiliated organisations and individual members, having their halls or activities situated within the confines of the county. It shall be the responsibility of each affiliated organisation to immediately update Badminton England (hereinafter called BE) systems with any changes to officials and members and their contact details. SBA will use these systems for contact details.
  - b) This constitution shall be reviewed on an annual basis by the Council prior to the Annual General Meeting (AGM) and any significant amendments shall be provided to members in advance of the AGM.
3. **Affiliation** The SBA shall be affiliated to the sport’s governing body, BE and operate under its current guidelines and procedures as published on BE website .
4. **Aims and Objectives** The aims and objectives of the SBA shall be to:-
  - a) Follow current strategic plans for BE and SBA.
  - b) Promote the game at all levels through identified communications channels with all relevant stakeholders.
  - c) Seek to enhance the playing standards and abilities of all members.
  - d) Have an open membership policy to all people adhering to the Equality and Diversity recommendations and policies of BE.
  - e) Promote badminton links with the local community at all levels.
  - f) Promote the development of badminton in the County both for competition and recreation, providing organised coaching and a clear pathway of juniors to adult to masters badminton.
  - g) Promote the principles of fair play and good conduct both on and off court.
  - h) Enter County representative teams and arrange championships in all age groups.
5. **Membership** Membership shall be available to all individuals and organisations that are interested in the game of badminton in Suffolk.
  - a) Membership of the SBA shall be open to any person who is prepared to accept and support the aims and objectives of SBA and BE as set out in point 4 above.
  - b) In accepting membership, a person agrees to abide by the constitution of SBA and the rulings of the SBA Council.
  - c) Members under the age of 19 shall be considered as junior members.
6. **Subscription** The annual subscriptions for any club, organisation or individual members affiliated to SBA shall be determined at the Annual General Meeting (AGM) and shall be paid in accordance with requirements of the Association. In the event of non-payment the Council shall have the power to take any action it deems necessary.
7. **Administration** The SBA shall be administered by the Council as elected at the AGM as follows:-
  - a) The Council shall consist of 4 Executive Officers (President, Chair, Secretary and Treasurer), up to 8 Council Members (including a Welfare Officer) and a representative from each of the Affiliated Leagues.
  - b) At the AGM all Council members shall retire and be eligible for re-election.
  - c) All Members of the Council shall take office immediately after the AGM at which they are elected and they shall hold office until the next AGM.
  - d) The Secretary shall call a meeting of the Council upon the written request of 3 Council Members or at any time at his/her discretion.
  - e) At any Council meeting 2 Executive Officers and 5 Council Members form a quorum.
8. **Function of the Council** The Council shall have the power to:-
  - a) Appoint and delegate powers to committees for any purpose considered desirable. The Chair and Secretary shall be “ex-officio” members of all committees so elected with the exception of the selection committee.
  - b) Co-opt further Council Members as and when necessary.
  - c) Ensure appropriate Council Members are appointed to meet BE requirements.
  - d) Fill any vacancies occurring on the Council.

- e) Make regulations for tournaments and competitions in addition to but not conflicting with those required by BE.
- f) Nominate a President and Vice-Presidents to be elected annually at the AGM.
- g) Appoint the Chair and Council Members of each committee.
- h) Elect a representative to BE.
- i) Make decisions on any matter not expressly provided for in these rules.

**9. General Meetings (AGM and EGM)**

- a) An AGM shall be held in June or July of each year, at such time and place as the Council decides, on a date to be notified to all organisations by the Secretary at least 21 days prior to the date of the meeting. The purpose of the meeting shall be to receive reports, adoption of the accounts and election of Officers and Council Members for the following season and other general business. The Council may choose to hold this meeting remotely using electronic methods.
- b) Each affiliated club shall be entitled to nominate two representatives each with the power to vote at such meetings and the members of the Council shall also have one vote each. The Chair to have one vote and the casting vote. Representatives shall in all cases be members of the organisation they represent. Any member of an affiliated organisation is entitled to attend general meetings.
- c) Any member wanting to propose an alteration or amendment to these rules or any other matter shall submit details to the Secretary not later than 30 April. Such proposed alterations or amendments shall be circulated with the notice of the AGM and will require a two-thirds majority vote of those present at the meeting.
- d) An Extraordinary General Meeting shall be called upon a resolution to this effect by the Council or upon receipt of a written request, stating the purpose of the meeting, from not less than 20 per cent of the affiliated organisations. The Secretary shall give 21 days' notice of such a meeting and shall specify its purpose. The business of the meeting shall be strictly confined to this purpose only.
- e) At any General Meeting, 12 shall form a quorum.
- f) Any individual member who is not affiliated through a club or organisation will be informed of any General Meeting where possible. The date, location/access and agenda will be displayed on the SBA Website.

**10. Safeguarding**

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

**11. Accounts**

- a) All monies raised by or on behalf of the SBA shall be applied to further the aims and objectives of the SBA and for no other purpose.
- b) The funds of the SBA shall be lodged at a bank and / or building society in an account in the name of the SBA and all cheques, drawn on these accounts shall be signed by authorised signatures. Where electronic banking is used, secure access is to be granted to authorised signatures only.
- c) An independent examiner will be appointed by the Council for annual checking.
- d) The financial year of the SBA shall close on 30 April of each year.
- e) The annual statement of accounts and balance sheet shall be sent to each affiliated organisation together with the agenda for the AGM not less than 21 days before the date of such meeting and shall be presented at the meeting. A duly certified set of accounts must be presented at the AGM.

**12. Competitions**

- a) The SBA shall enter teams at all levels in Inter County Competitions.
- b) The SBA shall arrange County Championships at all ages.
- c) The SBA shall arrange tournaments to promote competitive play at all levels.

**13. Discipline and Appeals**

- a) The Council shall have the power to take appropriate disciplinary action against any member and shall have the authority to terminate the membership of any member guilty of conduct deemed to be to the detriment of SBA or BE. The Council will work with the Code of Conduct and guidelines of BE where relevant and appropriate.
- b) There shall be the right of appeal to the Council who will appoint an Appeals Committee of 3.
- c) The appeal must be lodged in writing to the Secretary.
- d) The appeal should normally be considered within 21 days of it being received by the Secretary.

**14. Dissolution Procedures**

- a) In the event of the SBA ceasing to exist, and following the discharge of all debts and liabilities, any assets at the time of dissolution shall become the property of BE. No member shall obtain any asset from the SBA.
- b) The SBA may be wound up on a resolution of the Council and passed by a two-thirds majority at a special meeting convened for that purpose. At least 28 days' notice of the meeting shall be given to all members of the SBA.
- c) In the event of the passing of the resolution to wind up the SBA, the members of the SBA shall appoint a representative committee who shall liaise with BE in relation to the assets, including cash and investments in hand.

*Approved at SBA AGM 17.07.23*

*Approved at SBA AGM 17.07.23*