



AVON BADMINTON ASSOCIATION CONSTITUTION

Objectives

1. The Association shall be called the Avon Badminton Association (hereinafter referred to as "the Association").
2. The Objectives of the Association shall be the development, support and promotion within the area administered by the Association of:
 - a. the game of badminton and participation in the game of badminton by players of all ages and abilities;
 - b. opportunities for playing competitive badminton; and
 - c. representative teams from the area (typically known as the "Avon County teams") in national and other competition.
3. The Objectives may be achieved by any methods not contrary to the Rules of Badminton England (hereinafter referred to as "BE").

Membership of the Association

4. All clubs having their home venue in one of the Unitary Authorities, namely, South Gloucestershire, City of Bristol, North Somerset and Bath & North East Somerset, shall be eligible for membership of the Association.
5. Any club which joins the Association (hereinafter referred to as a "Member Club") must also affiliate all their members (hereinafter referred to as "Member Individuals") to BE through the Association.
6. Leagues having the majority of their clubs affiliated to the Association shall also be eligible for membership of the Association and should all affiliate to BE through the Association. Such members shall hereinafter be referred to as "Member Leagués."
7. Only Member Individuals affiliated to the BE through the Association and having paid an affiliation fee may represent Avon County Teams. Where individuals are not members of a Member Club or Member League, an individual may affiliate as a Member Individual directly through the Association solely for the purposes of representing the Avon County Teams.
8. Member Clubs, Member Individuals and Member Leagues shall be hereinafter referred to collectively as "the Members."
9. Affiliated organisations or individuals shall conform to the Rules of BE.



AVON BADMINTON ASSOCIATION CONSTITUTION

Affiliation Fees

10. The affiliation fee for Members shall be decided at the Annual General Meeting of the Association (hereinafter referred to as the AGM):
- a. The affiliation fee for the forthcoming year shall be proposed by the Council with reference to its assessment of the financial needs of the Association to adequately meet its Objectives and/or liabilities.
 - b. The affiliation fee proposed shall be approved by a majority vote of 50% of a General Meeting, or else fees will be subject to an automatic increase in line with the published CPI rate of inflation.
 - c. The affiliation fee levied by the Association shall be paid through BE in addition to the BE subscription.
 - d. All fees shall be due on the 1st October each year. Any organisation or club failing to pay by 31st October shall be deemed to have resigned until such fees are paid.

Meetings of the Association

11. An AGM shall be held in May each year or on a date as soon after as is practicable.
- a. Any Member may place items on the AGM agenda by notifying the Secretary of the item in writing before 1st April of the relevant year;
 - b. At least fourteen days written notice of the AGM, together with a copy of the Agenda shall be given to all Member Clubs and Leagues and include a proxy voting form for use by any Member Club or voting member wishing to cast a vote if unable to attend. Matters not included on the Agenda cannot be voted upon at the AGM.
12. All Association Members, Council Members or proposed Council Members are eligible to attend a General Meeting. Member Clubs should ensure an affiliated member of the Club attends any General Meeting as their representative, or submit a proxy vote on behalf of their club. Leagues may be represented by an elected Officer of the League or Organisation.
13. Each representative may only represent one Club or League. Representatives must register their presence at the meeting.
14. Representatives of 20% of the total number of Member Clubs affiliated to the Association on 31st March of that year shall form a quorum at any General Meeting (rounded to the nearest whole number). Club Representatives attending a Meeting either in person, via remote access platform, or by providing proxy voting forms to the Secretary shall count towards the quorum.



AVON BADMINTON ASSOCIATION CONSTITUTION

15. if the Council deems it appropriate, either to reach the widest member audience, or necessary for other reasons, then any meeting, included the AGM, may be validly held either exclusively via, or by including participants via, a remote communication platform, such as Zoom; Microsoft Teams or other reasonable method. In the event a remote platform is to be used then:
- a. A single platform shall be used and shall be of such reasonable widespread acceptance and awareness to allow participation by the majority of the Association's members;
 - b. For a Member meeting such as the AGM or Special meeting any chosen remote platform shall provide the option for both visual and aural participation. By majority agreement within the Council members, Council meetings may be held by telephone.
 - c. All requirements for an Association meeting shall apply as if the meeting were held in person, including any requirements for giving advertisement or due notice of the meeting, quoracy, registration and recording of presence and minutes;
 - d. Clear instructions to access the meeting shall be included with the notice of the meeting along with a proxy voting form for any member unable to attend;
 - e. The Association shall not be responsible for any Member experiencing technological or other difficulty during remote attendance. For quoracy and other purposes any member not present on the platform in part or whole shall be considered not present at the meeting in that part or whole.
16. The AGM may vote to appoint an auditor.
17. The Treasurer shall produce a statement of account for the year ending 31st March for approval by the AGM.

Voting at General Meetings

18. All Council Members are entitled to one vote. Council Members cannot also represent a Member Club.
19. Voting shall be restricted to representatives of Member Clubs in attendance (or having submitted their vote(s) by proxy in writing to the secretary in advance) on the following basis:
- a. one vote for a Member Club with up to thirty members
 - b. two votes for Member Clubs with thirty-one to sixty members
 - c. three votes for Member Clubs over sixty members.
20. In the event of a tie the Chairperson has the casting vote.



AVON BADMINTON ASSOCIATION CONSTITUTION

21. The Constitution of the Association may be altered only at a General Meeting where at least half of the votes cast are in favour of such alteration. Any proposal for alterations to the Constitution from Members must be made in writing to the Secretary by 1st April to be included on the Agenda for the next AGM.
22. In the event a General Meeting is inquorate, at the discretion of the Chairperson the Association may decide to:
 - a. Arrange a new meeting at a suitable revised time and place; or
 - b. Continue with the inquorate meeting.
 - c. Decisions on matters voted on within an inquorate meeting may stand provided approval is obtained within 30 days afterwards from Member Clubs sufficient to achieve quorum and ratify the business of the Meeting.
 - d. In such circumstances the Secretary (or in the absence of a Secretary, a Council member nominated by the Chair) shall write to all Member Clubs known to be entitled to attend the General Meeting explaining the business conducted and seeking votes in writing (email to suffice) from Club representatives.
 - e. If insufficient votes have been received within 30 days of the Meeting to achieve a quorum, decisions made at the Meeting shall be void and a new meeting convened.
 - f. No business of a Meeting requiring voting approval may be transacted until quorate approval is obtained.
23. The Secretary shall arrange a Special General Meeting within twenty-one days of receipt of notice in writing signed by 50% of Council Members or 20% of affiliated Member Clubs. Such notice shall expressly state the objective or objectives of the proposed meeting. No other business than the stated objectives may be transacted at that meeting.

The Association Council

24. The management of the Association shall be vested in an Association council (the "Council") elected annually at the AGM by the Members.
25. Any Member of the Association shall be eligible to stand for election to the Council.
26. Any member wishing to stand for election to Council who is a) not currently a Council member seeking re-election, and b) not otherwise known to the Council as wishing to stand for election; must advise the Secretary or Chairperson in writing of their wish to stand for election before 1 April of the year of the relevant AGM, specifying the role they wish to stand for, and providing the names of association members who propose and second their nomination.
27. Provided sufficient numbers of member candidates make themselves available for election, the Council members shall include at least:



AVON BADMINTON ASSOCIATION CONSTITUTION

- a. A Chairperson, who shall lead the Council;
- b. A Secretary, who shall organise, diarise and record the council's meetings and business;
- c. A Treasurer, who shall record, organise and report on the Association's finances;
- d. A Tournament co-ordinator, who shall organise and report on tournaments;
- e. a County Captain, who shall be responsible for competitive performance;
- f. a Coaching co-ordinator, who shall be responsible for the Association's liaison with and support for active badminton coaches in the area.

A Vice Chairperson shall also be elected, either as a designated role to support the Chairperson or as an additional role to be held by one of the other elected Council members. The Vice Chairperson shall act as Chairperson in the absence of the elected Chairperson.

28. Up to seven additional Council Members may be proposed by the Council or by Association Members, to be elected at the AGM to serve in roles deemed to be required to assist the Association achieve its objectives. Where such roles are proposed for election, the role purpose shall be made clear to Members by the role title or a brief description on the voting form.
29. Each of the following organisations shall be allowed one nominee who shall also have full membership of The Council: Senior County Teams, Juniors, Veterans, Coaching and each affiliated League. Such nominees may also be existing council members.
30. The representative to BE shall be nominated by Council, and shall also be a member of the Council.
31. In the event of resignation of a Council member during the year or a Council member being unable to perform their role, the Council may decide by vote that either:
 - a. An existing Council member may take on the role of the resigned member in addition to their existing duties, until the next AGM (in which case despite having two roles the existing member shall retain one vote only at Council meetings); or
 - b. To Co-opt a Member of the Association not already a member of the Council onto the Council to perform the role until the next AGM (in which case the Co-Opted member shall become eligible to vote at Council meetings);
 - c. The role may be left vacant until the next AGM, except that the role of Chairperson, Secretary or Treasurer may not be left vacant;
 - d. To call a Special Meeting at which a new member may be elected to the role.
32. The Council or members may propose a President for election at the AGM. The role of President shall be an honorary non-executive role, offering support and advice to Council or Members and supporting the cause of Avon Badminton generally. The President may attend and speak at Council meetings by invite of the Council, or by giving notice to the Chairman or Secretary of a wish to attend. The President shall not have a vote at Council. Once elected a President shall remain in post until either resignation; ceasing to be able to fulfil the role; or being de-selected by vote at an AGM.



AVON BADMINTON ASSOCIATION CONSTITUTION

33. Council shall meet at least three times a year. Council shall hold one meeting annually where the major business is the finance of the Association. This should normally be before the AGM in order to allow the Treasurer to present a report to the AGM and in order that Council may recommend a realistic affiliation fee to the AGM.
34. Council shall have the powers to:-
- a. Conduct and direct the business of the Association as necessary and in furtherance of its Objectives;
 - b. Oversee the Association's finances;
 - c. Co-opt persons for specific tasks. The persons so co-opted shall attend Council Meetings to report on the task undertaken and shall be entitled to vote on any resolution associated with that task.
 - d. Appoint and delegate powers to ad hoc committees or working parties.
 - e. To take such disciplinary action as may be deemed necessary in respect of member clubs or member individuals, who shall be notified of the council's action.
 - f. nominate person(s) to serve on outside bodies whenever it sees fit.
35. Council shall appoint a person who shall be responsible to Council for each Championship and Special Event. The person appointed shall have the power to form a sub-committee to manage the event, but shall report directly to Council on all matters of programme content and finance.
36. A quorum at any Council meeting shall be six. A quorum at any committee meeting shall be three.
37. All full Council Members shall have one vote. In the event of a tie, the Chairperson shall have the casting vote.

Disciplinary Action

38. Any Member subject to disciplinary action shall be advised of such disciplinary action by the Council, specifying:
- a. The matter, incident or event to which the disciplinary action pertains;
 - b. The decision of the Council in respect of the disciplinary action; and
 - c. Any sanction applied by the Council.
39. There shall be a right of appeal against any disciplinary action, provided such appeal is received in writing by the secretary within fourteen days following issuance of the written notice of action by the Council specified in clause 38 above.



AVON BADMINTON ASSOCIATION CONSTITUTION

40. An appeal shall be heard by the Disciplinary Appeals Committee within twenty-eight days of receipt of the appeal by the Secretary. The Disciplinary Appeals committee shall consist of three people drawn from elected Council members.
41. When disciplinary matters are being discussed in Council, only directly elected Council members shall be present.
42. A disciplinary officer shall be assigned by the Council to any disciplinary action, and the disciplinary officer's role shall be to seek to ensure due and fair process is followed.
43. Where BE disciplinary codes, requirements or processes exist, these shall also be included within the disciplinary processes of the Association where they are complementary. Where BE disciplinary codes, requirements or processes conflict with those of the Association then those approved by BE shall take precedence.

Child Protection

44. The Association agrees to adopt the Badminton England Child Protection Policy and implementation Procedures.
45. All individuals at all levels involved in Badminton through Avon Badminton Association must abide by Badminton England's Child Protection Policy and the Code of Ethics and Conduct ('the Code') and all individuals, by participating or being involved in Badminton through The Association are deemed to have assented to and thereby adhere to the principles and responsibilities embodied in these documents.
46. Each and every constituent member of Avon Badminton Association including, without limitation, all Members, shall be responsible for the implementation of the Child Protection Policy and Procedures in Badminton.
47. Any act statement or other behaviour that harms a child or group of children or poses a risk of harm to a child, or group of children shall constitute conduct that is improper and thereby brings Badminton into disrepute. Such conduct will be dealt with, at the appropriate level, through the Disciplinary Procedure.
48. The Association shall appoint a Designated Child Welfare Officer.

Dissolution of the Association

49. Members may vote to dissolve the Association at an AGM or Special meeting. Such a resolution must be advertised as an agenda item to all Association Members with the required notice and passed by a 75% majority of votes.
50. If, after payment of all liabilities, any property, either cash or otherwise remains, the same shall be given, or transferred, to some body, or bodies, having similar Objectives to the Association, such body to be agreed by Council and confirmed at the last Annual General meeting of the Association.

Signed

Chairman

Co Signed.....

Council member