

Colchester & East Essex Badminton Federation

CONSTITUTION

August 1992

1. Name

The Federation shall be called the "Colchester and East Essex Badminton Federation".

2. Objects

The objects of the Federation shall be the promotion and furtherance of Badminton in accordance with the Laws of the sport, and within the friendly competitive spirit of which the game is intended to be played.

3. Membership

- a. Membership of the Federation shall be open to any club, and must be applied for on an annual basis, but such membership shall at all times be at the discretion of the Council of the Federation.
- b. Those Clubs who become Members of the Federation, shall bind their members to the Constitution and Rules of the Federation, the Council's and Committee's interpretation of the rules and any disciplinary action taken by those bodies.
- c. Any Member Club not represented at both the Annual General Meeting and the Fixture Meeting shall be expelled from the Federation unless the Committee accept extenuating circumstances.

4. Subscription and League Entry Fees

The annual subscription of each Member Club of the Federation, and the league entry fee for each team entered into the league, shall be reviewed annually by the Committee and a recommendation made at the A.G.M. for adoption at that meeting. These fees shall be payable no later than seven (7) days prior to the fixture meeting.

5. Officers

- a. The Officers of the Federation, who form the Federation Committee, shall be the Chairperson, the Vice-Chairperson, The Honorary Secretary, The Honorary Treasurer, the Honorary League Secretary and the Honorary Tournament Secretary, together with such other Officers as the Committee may consider necessary.
- b. The Chairperson; or in his/her absence the Vice-Chairperson, shall take the chair at the Annual General Meeting, Special General Meeting, and meetings of the Committee and the Council.
- c. Two Thirds of the elected Committee will form a quorum.
- d. All acts by the Officers, Committee and Council of the Federation carried out in the performance of their duties shall be binding upon the Federation and its' Members.

Every Officer and Member of the Committee and/or Council shall be entitled to be indemnified out of the funds of the Federation against all costs, losses, expenses and liabilities incurred by him, her or them, in the proper execution and discharge of their duties.

- e. To be eligible for re-election the following season, a Committee Member should attend at least 50% of the Committee meetings held throughout the year, unless absence is due to exceptional circumstances.
- f. The Federation shall have the discretion to appoint an Honorary President and Honorary Vice-President(s).
- g. The Committee shall be empowered to set up such sub-committees as it may from time to time determine and to define their constitution and terms of reference, other than the responsibility for finance. The Chairperson, Hon. Secretary and Hon. Treasurer will be ex-officio members of all sub-committees.
- h. The Committee and all sub-committees shall have the power to fill casual vacancies in their ranks until the next A.G.M., and shall have power to co-opt members where, by majority voting, it shall be deemed advisable.

6. Annual General Meeting (AGM)

- a. The Annual General Meeting shall be held before 30th June each year.
- b. Seven (7) days notice in writing of the A.G.M. shall be given to the registered Hon. Secretary of each Member Club, and that Secretary is responsible for notifying their club membership accordingly. Like notice shall also be given to each Officer of the federation. An agenda of the business to be transacted, and a copy of the audited accounts for the past year shall accompany such notice.
- c. Items to be raised by Member Clubs at the A.G.M. must be notified in writing to the Hon. Secretary twenty-eight (28) days prior to the meeting.
- d. At all General Meetings, only business on the agenda shall be transacted.
- e. Two (2) representatives from each Member Club, together with the Officers of the federation, shall be entitled to attend any General meeting and vote, but no representative or Officer may have more than one vote. Any other interested person shall be entitled to attend and take part in the discussion of any matter before the Meeting, but shall not be entitled to vote.
- f. One third of the number of representatives and Officers entitled to be present will form a quorum at any General Meeting.
- g. Nominations for the appointments of all Officers, plus President, Vice-President(s), Honorary Auditors and any other such Officers which may from time to time be required, shall be sent in writing by any Member Club or Officer to reach the Hon. Secretary not less than twenty-one (21) days before the date of the A.G.M. All nominations should be seconded by another Member Club or Officer. The Hon. Secretary shall circulate details of such nominations together with the names of previous holders of appointments who offer themselves for re-election, with the notice of the A.G.M. In the event of there being no candidate for any appointment, nominations may be made by any Member Club or Officer at the A.G.M. Where there is more than one candidate for any appointment, voting shall be by ballot or show of hands, at the discretion of the meeting.

- h. The Annual General Meeting shall;
 - i. receive the Annual Report and Accounts for the past year and make any recommendations thereon.
 - ii. receive other reports from federation Officers as may be required.
 - iii. elect the President, Vice-President(s), Chairperson, Vice-Chairperson, Hon. Secretary, Hon. Treasurer, Hon. League Secretary, Hon; Auditors and other Officers as required, for the coming year.
 - iv. fix the annual subscription and league entry. fee for the coming year.
 - v. to discuss and make any necessary alteration, which has previously been notified on the agenda, to the Constitution and/or Rules of the federation.
 - vi. survey possibilities for the future of the Federation and badminton in the area, and decide on any new policy.
 - vii. discuss matters of general interest to the Federation.

7. Special General Meetings

- a. A Special General Meeting may be called by the Council, or at the written request of any three (3) Member Clubs.
- b. Seven (7) days notice in writing of a Special General Meeting, together with the agenda to be transacted, shall be given to each Officer of the Federation, and to the registered Hon. Secretary of each Member Club, who shall be responsible for informing their membership accordingly.
- c. Rules 6 d), e) and f) of this Constitution shall also be applicable to any Special General Meeting.

8. Council

- a. The affairs of the federation shall be managed by the Council consisting of one (1) representative from each Member Club, together with the elected Officers of the Federation.
- b. The quorum for any Council meeting shall be one third of the number of Officers and Representatives entitled to be present.
- c. The Council shall be empowered to organise leagues, tournaments and other activities, and to make regulations for their management.

9. Accounts

- a. A Revenue Account for the year ended 30th April and a Balance Sheet as at that date, shall be prepared annually by the Hon. Treasurer, and shall be audited by the Hon. Auditor before being circulated with the agenda for the A.G.M.
- b. The Hon. Auditor shall be empowered to attend, but not vote at any Annual or Special General Meeting, or Council Meeting, at which any question affecting the Finances of the Federation is likely to arise.

10. Discipline

- a. The Committee shall be empowered to:-

- i. expel any Club or person from membership of the federation,
 - ii. suspend any Club or person from participating in any competitive play organised by the Federation,
 - for any infringement by such Club or person of the Laws of Badminton or of the Constitution or Rules of the Federation, or for any action which would bring the game of badminton into disrepute.
- b. Before taking any action under 10 (a) above, the Hon. Secretary, or other duly authorised Officer of the Federation, shall notify the Member Clubs registered Hon. Secretary against whom allegations of misconduct have been made and the facts alleged which give rise to such accusations. Such notice shall be in writing and shall give to the Clubs registered Hon. Secretary the right to make written representations to the Committee within twenty-eight (28) days from the date of the notice and to appear in person before a meeting of the Committee to answer such allegations. A Club or person appearing before the Committee may be represented by not more than two (2) members of the Club, at least one (1) of whom shall be an Official of the Club. Should the Club or person specified in the notice not make written representations within the said period of twenty-eight (28) days, or not appear by Club Representatives or in person before the Committee on the date stated in the notice, the Committee shall have the power to make a decision in absentia. A Club or person shall only be found guilty of any offence should a two thirds majority of the Committee there present so find. Any Club or person found in breach of the Constitution or Rules by the Committee, or any offence, and expelled or suspended from the Federation shall have the right, to be exercised within twenty-eight (28) days of being notified in writing of the decision of the Committee and of the penalty imposed, to apply to the Council of the Federation for the appointment by them of a tribunal of three (3) independent persons to hear the appeal of such Club or person against the decision of the Committee and/or of the penalty imposed. Any penalty imposed by the Committee shall be suspended during the course of the appeal. The decision of such tribunal shall be final and binding on the parties.
- c. The Committee will give a decision on any issue raised by Member Clubs.
- d. If any Club decides to make representations to the Federation which affects any other Member Club or Clubs, such representations shall be made in writing to the Hon. League Secretary if concerned directly with a league or league play, or to the Hon. Secretary for all other matters, and in either case a copy shall, at the same time, be sent to the Hon. Secretary of the other Club or Clubs concerned. The other Club or Clubs may submit its own representations to the respective Hon. Secretary of the Federation within a period of seven (7) days, such representations in reply to be also copied to the Club making the original submission. If any representations or submissions as indicated above, relate to a match to be played, such representation shall be submitted to the Hon. League Secretary, and copied to the opponent Club not less than seven (7) days prior to the fixture, unless otherwise agreed by all parties involved.

11. Rules

- a. Alterations to the Constitution or Rules of the Federation shall only be made at an Annual General Meeting or Special General Meeting at which at least three fourths of the Officers and Representatives present vote in favour of such alterations.
- b. Any Proposal for the alteration of the Constitution or Rules of the Federation shall be circulated with the notice of the A.G.M. or S.G.M. at which the proposal is to be considered.
- c. A copy of both the Constitution and Rules of the Federation, and any alterations thereto, shall be sent to each Member Club, and each new Member Club on their acceptance into the Federation, and shall be binding on them.
- d. The Committee shall have the power to establish or revise rules for any competition run by the Federation, subject to confirmation at the A.G.M. or an S.G.M.
- e. A decision of the Council on the interpretation of the Constitution and Rules, and on any point not covered by them, shall be final and binding on all Member Clubs.

12. Dissolution

- a. The Federation may be dissolved by a two thirds majority vote of those present and entitled to vote at any General Meeting, at which notice of the intention to propose a resolution for dissolution shall have been circulated to the registered Hon. Secretary of all Member Clubs with the notice concerning the meeting.
- b. Upon dissolution, the assets of the Federation should be realised and liabilities discharged. Any deficiency shall be made good rateably by the Member Clubs, or any surplus shall be handed over to any other association having similar objectives, or distributed in any other way decided by the meeting.