

Club Constitution

2019/20



1. The Club shall be called **SWAN Netball Club & SWAN Junior Netball**
2. SWAN Netball Club will be members of England Netball through Hertfordshire County Netball and **SWAN Junior** through Cambridgeshire County Netball and Essex County 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.*

4. Membership

4.1. The Club shall consist of the officers and the members.

4.2. Membership of the Club shall be open, and not unreasonably restricted on the grounds of 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 ability or age for those groups that the Club supports, 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 in the constitution of the Club and the rulings of the club's Executive Committee.

4.4. Members will be enrolled in one of the following categories:

- Full member
- Junior member

4.5 Membership enquiries will be filtered by age group and given to the relevant session Lead Coach and/or the Head Coach for consideration.

4.6 Members may resign from membership at any time by giving notice to the Club Secretary. Notice of their requirement to leave must be given in writing (email notification is acceptable) and should give at least one weeks' notice (see SWAN Netball Club Membership Policy). The Club Secretary will notify the Head Coach of any notices of resignation as soon as they have been received.

5. Training, England Netball Membership and Match Fees

5.1. Training fees shall be determined by members of the club's Executive Committee at the Annual General Meeting (AGM). Separate training fees will be identified for Senior and Junior members. Junior fees will be structured by age group; Under 10s through to U15s (see SWAN Membership and Training Fees document).

Training fees will be paid by Standing Order with rolling payments spread over 12 months (1st September – 31st August).

5.2. England Netball Membership Fees will be paid annually by July 31st. Members will be responsible for making payment for their own fees through the ENGage website.

5.3. Match Fees and tournament fees will be paid on the day for those in attendance.

5.4. The Executive Committee may decide upon other charges or subscriptions at its discretion.

6. Officers

6.1. The key officers of the Club as determined by England Netball shall be:

- Chairperson
- Vice- Chairperson
- Club Secretary
- Club Treasurer
- Club Safeguarding Officer

The club also appoints additional officers to support its operations including:

- Head Coach
- Lead Coaches (for each age group)
- Assistant Coaches
- Junior Representative (this person must be U18)

6.2 These officers shall hold their position for a period of 12 months, being elected annually at the club's 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's operations will be managed through the Executive Committee consisting of all key officers as named in section 6 above. 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 either the Club Secretary or the Chairperson. The Committee shall meet as required but not less than 4 times a year.

- 7.3. The quorum for the transaction of business at Executive Committee meetings shall be four officers.
- 7.4. Every decision at a meeting of the Executive Committee shall be determined by a majority vote of the members present and every voting member having one vote. In the event of an equality of votes the Chairperson shall have a casting vote.
- 7.5. The Executive Committee may delegate some or all of its powers to a sub-committee. Any sub-committee must act only in accordance within the authority delegated to it by the Executive Committee.
- 7.6. The Executive Committee shall be responsible for adopting all new and revised policies, codes of conduct and general processes that affect the organisation and operations of the club.

8. Finance

- 8.1. All monies raised by or on behalf of the club shall only be applied to further the objects of the club and no other purpose.
- 8.2. All club monies will be banked in an account held in the name of the club.
- 8.3. The Club Treasurer will be responsible for the finances of the club.
- 8.4. The financial year of the club will end on 31st August.
- 8.5. A statement of annual accounts will be presented by the Treasurer at each AGM.
- 8.6. Any cheques drawn or payments made against club funds should be made by the Treasurer and be approved by no less than one other key officer.

9. Annual General Meeting (AGM) and other Meetings

- 9.1. Notice of the AGM will be given by the Club Secretary or Club Chairperson. No less than 28 clear days' notice will be given to all club members.
- 9.2. The AGM will receive a report from officers of the Executive Committee and a statement of the accounts.
- 9.3. Nominations for officers of the Executive Committee will be sent to the Club Secretary prior to the AGM.
- 9.4. Elections of officers will take place at the AGM.
- 9.5. All club members shall be entitled to vote at general meetings of the Club and shall have equal voting rights.
- 9.6. 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 Chairperson 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 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. Any appeal shall normally be considered within 14 days of it being received by the Club Secretary.

13. Dissolution Procedures

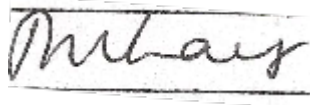
- 13.1.** A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- 13.2.** In the event of dissolution, any assets of the club that remain will become the property of England Netball or another local club with similar objectives to those of SWAN Netball Club.

14. Review of the Constitution

- 14.1.** The constitution will be reviewed and approved on an annual basis by the Executive Committee at the AGM.
- 14.2.** The constitution will only be changed through agreement by majority vote at an AGM or EGM.
- 14.3.** Any alteration to the constitution shall require two-thirds majority of members present and voting before being approved and included.
- 14.4.** Any question or matter arising regarding the management or operation of the club which is not provided in the constitution, shall be dealt with by the Executive Committee, whose decision shall be final.

DECLARATION:

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



SIGNED:

DATE: **22.01.2020**

Name: **Julia Kay**

Club Secretary



SIGNED:

DATE: **22.01.2020**

Name: **Paula Evans**

Club Chairperson