

BUCKINGHAMSHIRE COUNTY BADMINTON ASSOCIATION

(Affiliated to the Badminton Association of England Limited)

CONSTITUTION

1. NAME

The organisation shall be called the Buckinghamshire County Badminton Association (abbreviated for convenience only to “BCBA” or “the Association” in the body of this constitution). Badminton England (BE) is the trading name for the Badminton Association of England (BAofE).

2. EQUAL OPPORTUNITIES STATEMENT

BCBA will manage its affairs on an equal opportunity basis. In appointing officers and committee members, and in all other decisions, BCBA will take no account of gender, racial origin, religious belief, sexual orientation, or ethnic background. (The use of gender specific terms, such as Chairman, within the constitution is for convenience only).

3. OBJECTIVES

BCBA’s objectives shall be to:

- a) encourage badminton generally in the County of Buckinghamshire (as defined in section 4 below)
- b) organise and run annual Senior Restricted Tournaments
- c) organise and run other tournaments that shall, from time to time, be decided on
- d) support local Buckinghamshire’ leagues
- e) support the aims of BE as far as it is able
- f) utilise any funds collected by BCBA for the benefit of badminton in Buckinghamshire
- g) provide a pathway for junior player development to the senior level
- h) organise and promote the County Senior teams
- i) organize and promote the County Masters teams

BCBA will manage its finances so that, over time, its income matches its expenses. It will neither seek to make a profit, nor to fund its activities by taking on any form of debt.

4. MEMBERSHIP AND FEES

Any Badminton Club having its hall within the County of Buckinghamshire as defined by the Boundaries Commission prior to the Local Government Act, 1972, will be eligible for affiliated membership of the BCBA.

All applications for affiliation to the BCBA must be made in writing to the BCBA Secretary and be signed by the Secretary of the Club seeking affiliation. The decision to accept or reject an application shall rest entirely with the BCBA Committee, but acceptance will not be unreasonably withheld.

The annual subscription for each affiliated club shall be the amount specified by the BAofE, plus the amount specified by the BCBA committee, per playing member, for the current BCBA year.

The annual subscription for each Junior club shall be the amount specified by the BAofE, plus the amount specified by the BCBA for the current BCBA year.

Payment is due on or before the 1st November each year, or immediately upon joining the Association.

If an affiliated club fails to pay its dues by the 31st December, or within 30 days of joining the Association, then the benefits of its membership cease. In such cases the BCBA Committee shall also have the power to revoke membership.

An affiliated club wishing to withdraw from the BCBA shall give written notice, on or before 1st August in any year. BCBA will be under no obligation to refund fees already paid.

If the Secretary of an affiliated club resigns from office, the club must update BE's "Vision" database with new contact details as soon as possible.

5. AFFILIATION TO BADMINTON ENGLAND

BCBA shall be affiliated to Badminton England and shall conform in every respect to the rules and regulations of the Badminton Association of England.

6. BCBA FINANCIAL YEAR AND PREPARATION OF ACCOUNTS AND BUDGETS

The BCBA financial year shall run from May 1st to April 30th.

The BCBA treasurer will prepare accounts for the financial year by May 31st of the following financial year.

The treasurer will also produce the budget for the current financial year for review by the BCBA Chairman and Secretary by the same date.

Prior to presentation to the AGM, the accounts will be audited by an auditor who is independent of the Committee. The auditor will, ideally, be identified and appointed at the prior AGM. If this is not possible, then the BCBA Chairman and Secretary and at least two other committee members may appoint an auditor prior to the end of

the financial year. The auditor will either confirm that the accounts as presented are a true and fair record of the financial position of the BCBA, or he/she may qualify their opinion by stating any concerns, inaccuracies or misrepresentations.

7. ANNUAL GENERAL MEETING

The Annual General Meeting (AGM) shall be held no later than the first June 30th after the end of the BCBA financial year.

The purposes of the AGM shall be to –

- Approve the minutes of the prior AGM and of any other minuted meetings that took place during the year.
- Receive reports on activities during the prior year and plans for the current year from
 - The BCBA Chairman
 - The County Captain
 - The Masters' Coordinator
 - The Buckinghamshire School Badminton Association
- Receive and approve (if appropriate) the accounts and the auditor's report for the prior year.
- Review/approve the plans for the current BCBA year and approve both the budget and the fees to be charged to affiliated Clubs.
- Appoint a Selection Committee for the purpose of selecting teams to represent the County. In default of such appointment, the AGM shall delegate power to the County Captain to make such selections.
- Appoint the auditor for the BCBA accounts for the current financial year.
- Elect or appoint officers and committee members to serve for the period to the next AGM.

Calling Notices

At least 28 days prior to the AGM, the BCBA Secretary will issue a notice to the Secretaries of all affiliated Association Clubs convening the AGM, and specifying its date, time and location.

At least 14 days prior to the AGM, the BCBA Secretary will issue to the Secretaries of all affiliated clubs –

- The agenda
- A copy of the accounts for the past BCBA year
- A copy of the budget for the current year
- Copies of minutes of the prior AGM and of any other minuted meetings held during the year
- A list of nominations for BCBA officers and members of the Committee

Chairing the meeting

The BCBA Chairman will normally chair the AGM. If he/she is unable to attend then he/she will nominate another Club Committee member to act as Chairman for the AGM only.

Voting at the AGM -

- Each BCBA officer and Committee member shall have one vote at the AGM.
- Each affiliated club shall be entitled to send one representative, who must be a Club member, to the AGM. Each such representative will have one vote.
- Each attendee at the meeting will have only one vote, even if attending in multiple capacities.
- At least six voting Committee members or affiliated club representatives must be present to constitute a quorum and for any votes to be binding.
- In the event of a tie, the Chairman of the AGM will hold the casting vote.

8 EXTRAORDINARY GENERAL MEETING

The BCBA Secretary shall call an Extraordinary General Meeting either –

- at the request of at least two members of the Committee, or
- upon receipt of a written request signed by the Secretaries of not less than five of the affiliated clubs.

In either case, those requesting the EGM must state the reason(s) for the request.

The BCBA Secretary shall notify the Secretaries of all affiliated Clubs and each member of the BCBA Committee that an EGM has been called, giving at least fourteen days' notice, and shall specify the date, time and location of the meeting, and the agenda item(s) to be discussed.

The EGM will be chaired by the BCBA Chairman or, if he/she is unable to attend, then the BCBA Chairman may delegate this task to another BCBA Committee member.

Voting procedures at an EGM will be the same as at the AGM, except that at least nine committee members or affiliated club representatives must be present to constitute a quorum.

The business of an EGM shall be strictly confined to the purpose(s) stated in the notice.

9. MANAGEMENT AND ADMINISTRATION

BCBA's affairs shall be managed by a Committee consisting of -

- President
- Chairman *
- not more than ten Life Vice-Presidents
- Secretary *
- Treasurer *
- Development Officer
- Coaching Secretary
- BSBA Representative
- Masters' Co-ordinator
- Welfare officer
- not more than sixteen other members. These will usually include
 - a representative from each of the affiliated District Associations.
 - The Captain of the County Teams
 - The County Match Secretary and
 - Chairman of the County Selectors
 - Tournament secretary

"Required" positions. Positions marked * are required for the Committee, and BCBA, to continue to operate.

Six members shall form a quorum for any ordinary BCBA Committee meeting.

All committee members, except Life Vice Presidents, shall be elected at the AGM, and serve a term of office until the next AGM, at which time they will retire, but will be eligible for re-election. All shall be members or Honorary Members of affiliated clubs.

Retiring BCBA members will be assumed to submit their names for re-election unless they notify the BCBA Secretary, at least 21 days prior to the AGM, that they wish to formally stand down.

Nominations for election to the Committee, duly proposed by *{the Secretary of}* an affiliated club, and seconded by a member of an affiliated club, shall be sent in writing to the BCBA Secretary at least twenty-one days before the Annual General Meeting.

If BCBA officer or committee posts remain vacant, the Committee shall have power to co-opt members at their discretion.

If more than one candidate is nominated or submits their name for a specific position, then the attendees at the AGM will select from the prospective candidates on a public vote by show of hands. In the event of a tie, the Chairman of the meeting shall have a casting vote.

Remuneration and expenses. All Committee positions are to be voluntary and unpaid. Expenses incurred in fulfilling BCBA duties will not usually be reimbursed. In exceptional circumstances, the BCBA Chairman and Treasurer may jointly authorize the reimbursement of reasonable expenses.

10. SUB-COMMITTEES

The Committee may at any time appoint and delegate powers to a Sub-Committee for any purpose that it may deem desirable. The Chairman and Secretary shall be ex-officio members of all Sub-Committees appointed.

11. CHANGES TO THE CONSTITUTION

These rules may from time to time be amended by a majority vote at an AGM, or EGM called for the purpose. Any BCBA Committee member or affiliated Club representative wishing to propose an alteration to these rules shall submit such alteration in writing to the BCBA Secretary before 31st March in each year.

12. DISSOLUTION

A decision to dissolve BCBA can be taken –

- If no candidates can be found to act as Chairman, Secretary and Treasurer of the Association
- By majority vote at an AGM
- By {*unanimous*} vote at an EGM called for the purpose.

If such a decision is taken, then any monies remaining as assets, after the settling of all creditor and debtors, will be distributed in equal shares to the then current affiliated clubs, (each such Club receiving the same amount) except that any remaining funds from Badminton England will be returned to Badminton England or distributed to a charitable organisation.

13. Date of adoption 12th June 2012

14. Authorised

	BCBA Chairman	BCBA Secretary
Signature		

Print Name	David Bates
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Buckinghamshire County Badminton Association