



Henley Hawks Netball Club

Constitution

1. The Club shall be called Henley Hawks Netball Club.
2. The Club shall be affiliated to Netball South of the All England Netball Association Ltd and act in line with their guidance.
3. **Aims and Objectives**
To promote the personal development of 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's skills.

The aims and the objectives of the Club will 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 (Executive Committee) and Members.
- 4.2 Membership of the Club shall be open, and not unreasonably restricted on the grounds of sex, 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 gender, gender reassignment, marriage and civil partnership, age, pregnancy and maternity, social class, race, ethnic origin, religious beliefs or disability, 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 by 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 following the payment of an annual joining fee:
- Full Member
 - Umpire/Coach
 - Junior Member (14-17)
 - Pay as you go
- 4.5 Members may resign from membership at any time by giving notice to the Club Secretary.
- 4.6 Any member violating any of the rules or regulations of the Club or being adjudged guilty of unsatisfactory conduct may, by resolution of the committee, be suspended or expelled. The Committee shall give reasons for such expulsion. No expelled member shall have any claim or remedy against the Club or Committee.
- 5. Membership Fees**
- 5.1 Membership fees shall be stipulated by the Executive Committee at the Annual General Meeting. Any increase in membership of more than 10% per year will be agreed at the Annual General meeting with a vote.
- 5.2 Full member fees will be paid monthly. Pay as you go should be paid on the day of session (s)
- 5.3 The Club Executive Committee shall decide the amount of the membership fee, the number of members, and the conditions of membership, and have complete management and control of the Club. The committee may decide upon other charges or subscriptions at its discretion.
- 5.4 For the avoidance of doubt, all Executive Committee members are deemed to be full members
- 6. Officers**
- 6.1 The Executive Committee (Officers) of the Club shall be; Chair, Vice Chair, Secretary, Treasurer, Membership Secretary, Safeguarding Officer.
- 6.2 The Executive Committee shall hold position for a period of 12 months, being elected annually at the Club AGM. All officers shall retire annually but shall be eligible for re-election.
- 6.3 All committee members must be a Personal Member of England Netball and be DBS checked.
- 7. Executive Committee**
- 7.1 The Club will be managed through the Executive Committee, consisting of Chair, Vice Chair, Secretary, Treasurer, Membership Secretary, Safeguarding Officer, Sponsorship Officer. Only these posts will have a right to vote at any meeting of the Executive Committee.
- 7.2 Meeting of the Executive Committee shall be convened by the Secretary and the committee shall meet as required but not less than 4 times a year. Minutes of the Committee Meetings and General Meetings of the Club shall be kept by the Secretary.

- 7.3 The quorum for the transaction of business at the Executive Committee meetings shall be 4.
- 7.4 Every decision at a meeting of the Executive Committee shall be determined by a majority vote of all the members present and every voting member having one vote. In the event of an equality of votes the Chair of the meeting will have the casting vote.
- 7.5 The Executive Committee shall be responsible for considering any application for membership and shall decide if this application should be accepted. The decision shall be in accordance with a non-discriminatory policy.
- 7.6 The Executive Committee may delegate some or all its powers and making to a sub-committee. Any sub-committee must act only in accordance within the authority delegated to it by the Executive Committee.
- 7.7 The Executive Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the Club.
- 7.8 No elected officer shall be entitled to remuneration by the Club unless proposed and agreed by the executive committee. In this case, the said individual will be excluded from any votes or discussion regarding remuneration or performance of paid individuals.

8. Finances

- 8.1 All monies raised by or on behalf of the Club shall be applied to further the objectives of the Club and for no other purpose unless expressly agreed by the Committee.
- 8.2 All Club monies will be banked in an account held in the name of the Henley Netball Club
- 8.3 The Club Treasurer will be responsible for the finances of the Club.
- 8.4 The financial year of the Club will be from 1st September to 31st August the following year.
- 8.5 The Clubs annual accounts will be independently reviewed, this review will be the responsibility of an individual other than the Treasurer.
- 8.6 A statement of annual accounts will be presented by the Treasurer to the Secretary for review and agreement ahead of the Annual General Meeting.
- 8.7 Any cheques drawn against Club funds should cheques to be signed by two persons. All spend from the Club account of greater than £100 needs approval from two Executive Committee members, one of whom is the treasurer.

9. Annual General Meeting and other Meetings

- 9.1 Notice of the Annual General Meeting (AGM) will be given by the Club Secretary, not less than 28 clear days' notice to 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 Secretary prior to the AGM.

- 9.4 Elections of officers are to take place at the AGM.
- 9.5 All full members shall be entitled to vote at general meetings of the Club and shall have equal voting rights.
- 9.6 The quorum for general meetings shall be 15% members present and eligible to vote.
- 9.7 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 A full member needs to have been a member for a minimum of 3 consecutive calendar months immediately prior to an Annual General Meeting to be able to vote at that AGM. Each full member shall be entitled to one vote. Pay as you go members are welcome at the annual general meeting but do not have any voting rights.
- 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 Chair 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 for 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.
- 12.3 The appeal shall normally be considered within 14 days of it being received by the 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 Henley Hawks Rugby Club.

14. Review of the Constitution

- 14.1 The constitution shall be reviewed on a yearly basis.

- 14.2 The constitution will only be changed through agreement at an AGM or EGM. Any alteration to the constitution shall require two-thirds majority of members present and voting.
- 14.3 Additions to, or alterations of the constitution shall be submitted to the Secretary not less than 21 days before the date of the AGM or EGM, or with a request for a special meeting of Club members. No resolution involving an amendment to the constitution may be proposed or amended from the floor of a meeting.
- 14.4 In the event of a proposal for amending the constitution being submitted, the Secretary shall inform the membership of the proposed motion not less than 14 days before the AGM.
- 14.5 In the event of any question or matter arising, which is not provided in the constitution, shall be dealt with by the Executive Committee, whose decision shall be final.

15. Contact details:

Every member shall communicate any change of personal details including Emergency contact details to the Membership Secretary as soon as possible and as a minimum once a year upon renewal of membership.

16. Personal property

The Committee will not be responsible for the loss of or the damage to, of any article brought by members or visitors into the Club or training.

17. Accounts

- 17.1 The Club is a non-profit making organisation. All surplus income or profits are re-invested in the Club. No surpluses or assets will be distributed to members or third parties. All fees and subscriptions due to the Club shall be paid into the Club account.
- 17.2 The Treasurer shall keep accounts of the Club and shall expend on behalf of the Club such sums as the Committee may from time to time authorise. A statement of accounts shall be presented at the Annual General Meeting.

October 2022