

**HERTFORDSHIRE BADMINTON ASSOCIATION**  
**CONSTITUTION**

**1. NAME AND AFFILIATION**

The Association will be called the HERTFORDSHIRE BADMINTON ASSOCIATION (hereinafter referred to as the Association). It shall be affiliated to BADMINTON England (BE) and abide by BE rules and policies.

**2. AIMS AND OBJECTIVES**

The aims and objectives of the Association are to:

- a) Promote the game of badminton in the County of Hertfordshire
- b) Arrange and organise inter-county matches
- c) Arrange and organise tournaments, and competitions
- d) Promote the laws of badminton and any regulation which may be approved by BE.

**3. MEMBERSHIP**

- a) Clubs having their halls within the boundaries of the County of Hertfordshire will be eligible to affiliate to the Association.
- b) District Associations, School Associations and Youth Associations with interests mainly in the County of Hertfordshire will be eligible to affiliate to the Association.
- c) Clubs having their halls bordering on Hertfordshire may be eligible for ASSOCIATE membership of the Association provided that they affiliate to their own County Association.
- d) Clubs become affiliated by payment of annual subscriptions to BE and the Association.

**4. FINANCE AND ACCOUNTS**

- a) The funds of the Association will be lodged in a recognised bank in the name of the Association.
- b) Any withdrawal of funds will require the signature of at least two authorised signatories
- c) The accounts will be kept by the Treasurer and will be prepared on the accruals basis with the preceding year as a comparison.
- d) The financial year will end on 30<sup>th</sup> April each year.
- e) The accounts will be audited by an independent person for submission to the Annual General Meeting (AGM) each year.
- f) The auditor will be appointed annually at the AGM.
- g) The annual subscription will be approved at the AGM each year.

**5. ADMINISTRATION/ORGANISATION**

- a) A President and Vice President/s will be elected at the AGM for a three year consecutive term.
- b) The management of the Association shall be carried out by an Executive Committee consisting of a Chairman; Secretary; Treasurer; Chairman of the Development Committee; Coaching Co-ordinator; Tournaments Secretary; League Co-ordinator; Chairman of Selectors; Child Welfare Officer ; Newsletter Editor; a representative from the Hertfordshire Schools Badminton Association (HSBA); representative from each of

the recognised areas, and up to four co-opted members. 25% of the executive committee members will form a quorum at executive committee meetings.

- c) Executive committee members, other than those representatives of HSBA and each of the recognised areas, will be elected at the AGM, to serve from the conclusion of the AGM until the end of the following AGM.
- d) Nomination for election to the Executive Committee, other than retiring members, will be in writing, duly proposed by one member of an affiliated/associated club, and seconded by another member, and received by the secretary at least fourteen days before the date of the AGM. In the event of a vacancy occurring during the year, the Executive Committee will have the power to co-opt at their discretion.
- e) The Executive Committee will have powers to appoint sub-committees and appoint advisers as necessary to fulfil its business
- f) The Executive Committee will have the power to give a decision on any matter not expressly provided for in this Constitution.
- g) The Executive Committee will be responsible for the appointment of a Selection Committee and Match Secretary as necessary for the organisation of senior county matches.
- h) A recognised area will be a league in a geographical region that has the halls of the majority of clubs playing in that league.
- i) It shall be the duty of each affiliated/associated club to report immediately to the HBA Secretary any change in the name and/or contact details of its secretary

## **6. MEETINGS**

- a) The AGM will be held during the month of June each year on a date to be notified by the Secretary at least 28 days before the meeting date.
- b) The President, Vice Presidents, members of the Executive Committee, and ONE member of each affiliated/associated club or organisation will be entitled to vote at such a meeting. In the event of more than one representative of a club attending the AGM the agreed club voter will be identified before voting begins.
- c) Voting at such a meeting will be by show of hands or as the Chairman directs. If 25% of the voting members at the meeting demand it, voting will be by ballot. No person will have more than one vote, except the Chairman who will have a vote and a casting vote.
- d) A Special General Meeting may be called by the Executive Committee, or by written request of not less than 7 affiliated clubs, and will deal with only the particular matter(s) for which the meeting is called. Such Special Meeting will be convened for a date within twenty eight days of the receipt of the request and fourteen days notice will be given to all clubs. Twenty voting members will form a quorum and voting powers at such a Meeting will be in accordance with rules 6 b) and c).

## **7. CHANGES TO THE CONSTITUTION**

Any alteration to the Constitution can be made only at a General Meeting, and must be both:

- clearly identified in advance on the Agenda for the meeting
- approved by a minimum 75% majority vote of those voting members present.

**8. WINDING UP THE ASSOCIATION**

Should the Association no longer be viable and the accounts need to be wound up, then any residual funds, after all creditors have been paid, will not be distributed amongst the members, but donated to a club or organisation with similar objectives.

? **DECLARATION**

Herts Badminton Association hereby adopt and accept this constitution.

SIGNED:

DATE: \_\_\_\_\_

NAME: Malcolm Fraser, Chairman

SIGNED:

DATE: \_\_\_\_\_

NAME: Hilary Anderson, Secretary

SIGNED:

DATE: \_\_\_\_\_

NAME: Colin Walker, Treasurer