

# **Comberton Netball Club Constitution**

## **1. Name**

The Club shall be called Comberton Netball Club (hereinafter called the Club)

## **2. Affiliation**

The Club shall be affiliated to (County Netball) Cambridgeshire of the All England Netball Association Limited

## **3. Aims and Objectives**

### 3.1

The objectives of the Club shall be to provide for:

- Promoting netball
- Coaching opportunities
- Competitive opportunities

The members of the Executive Committee shall have the power to do any other act directly and necessarily connected to the achievement of the objectives, including effecting insurance, the raising of funds to invite and receive contributions, to borrow money, to invest the Club's money to buy, let take in exchange, mortgage, build or sell land, buildings or other property to employ staff and to undertake joint activities.

### 3.2

The Club aims to promote equal opportunities for all groups in netball

## **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 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.

### 4.3

In accepting membership a person agrees to abide by the Constitution of the Club and the rulings of the Club Executive Committee.

### 4.4

Members under the age of 18 years shall be considered as junior members.

### 4.5

Junior members shall be given the same playing and voting rights within the Club as held by other members.

### 4.6

Members and Junior members may resign from membership at any time by giving notice to the Chairperson.

## **5. Membership Fees**

### 5.1

Membership fees shall be stipulated by the Executive Committee at the Annual General Meeting, distinguishing between those members who are in full-time employment, members who are unemployed or in full-time education and junior members as appropriate.

### 5.2

Annual membership fees shall fall due at a time specified by and are payable to Comberton Netball Club, via the Club Treasurer.

### 5.3

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

## **6. Officers**

### 6.1

The officers of the Club shall be: Chairperson, Vice Chairperson, Secretary, Treasurer, Umpiring Secretary, Duty of Care Officer, PR & Social Secretary, Kit Secretary and the Team Captains.

### 6.2

These officers shall hold office for a period of 12 months, being elected annually at the Club Annual General Meeting. All officers shall retire annually but shall be eligible for re-appointment.

### 6.3

There will be rotational retrial of officers, who can serve as officers for a period of as many years as they wish without a break.

### 6.4

Any casual vacancy occurring may be filled by the Executive Committee.

## **7. Executive Committee**

### 7.1

The management of the Club shall be vested in the Executive Committee hereinafter call the Executive Committee.

### 7.2

The Executive Committee shall act for the members. Liabilities incurred shall fall upon the membership (provided the Executive Committee act in accordance with the constitution, in honesty and good faith).

### 7.3

The Executive Committee shall comprise: Chairperson, Vice Chairperson, Secretary and Treasurer.

7.4

Meetings of the Executive Committee shall be convened by the Secretary and the committee shall meet as often as required but not less than once a year.

7.5

The quorum for the transaction of business at Executive Committee meetings shall be 3 members. (Note this quorum will differ for General and Executive Committee meetings.)

7.6

Every decision at a meeting of the Executive Committee shall be determined by a majority of the vote of the members present and every voting member having one vote. In the event of an equality of votes the Chairperson of the meeting shall have a casting vote.

7.7

The interpretation of the Club constitution shall be vested in the Executive Committee, who shall decide all questions relating to the Club, save those specified in or involving an amendment to the constitution.

7.8

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 specified in 4.2.

7.9

The Executive Committee may delegate some or all of its powers and making to a sub-committee. Any sub-committee must act only within the authority delegated to it by the Executive Committee.

7.10

No member of the Executive Committee shall own or hold any interest in land belonging to the Club unless he or she is doing so as a trustee. A member of the Executive Committee may not have a financial interest in any contract entered into by the Club except where he or she was supplying the goods or services to the Club at or below the fair market price and on normal trade terms.

## **8. Finance**

8.1

All monies raised by or on behalf of the Club shall be applied to further the objects of the Club and for no other purpose.

8.2

The Club Treasurer is responsible for the finances of the Club.

8.3

The financial year of the Club ends on 30 April each year.

8.4

Proper accounts shall be kept of all sums of money received and paid out by the club.

8.5

An Audited statement of accounts up to and including this date, shall be presented at the Annual General Meeting of the Club.

8.6

The funds of the Club shall be lodged at a bank or building society in an account in the name of the Club, and all cheques drafts etc. drawn on these accounts shall be signed by any two of the following officers Chairperson, Secretary and Treasurer

## **9. Annual General Meeting and Other Meetings**

9.1

The Annual General Meeting (AGM) of the Club shall be held in every year during the month of May when the annual report of the Executive Committee and the audited statement of accounts up to the end of the financial year shall be presented.

9.2

Not less than 21 days notice of the date of the AGM shall be given to all members by the Secretary.

9.3

The AGM shall elect such officers of the Club as it may from time to time determine.

9.4

Nominations for officers shall be received by the Secretary not less than 7days prior to the AGM. Nominations shall require 2 signatures. No nominations shall be accepted from the floor of the meeting. Nominations can only be accepted from persons eligible to vote at the AGM.

9.5

The dates of the general meetings and of the Executive Committee meetings shall be determined at the previous meeting. In addition, the Chairperson may call a meeting when she considers it necessary or desirable, or upon the written request of the least 3 members of the Executive Committee.

9.6

All members shall be entitled to vote at general meetings of the Club and shall have equal voting rights.

9.7

The quorum for general meetings shall be 10% of members present and eligible to vote.

9.8

An Extraordinary General Meeting EGM shall be called by an application in writing to the Secretary signed by not less than 10 members. The Executive Committee shall have the power to call an EGM by decision of a simple majority of its members.

Comberton Netball Club will hold a meeting 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 simple majority of those present and voting, (see 9.7)

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 or leased by the Club and for the employment of paid staff and volunteers rests with the Executive Committee.

## **12. Discipline and Appeals**

12.1

The Executive Committee shall have the power to take appropriate disciplinary action against any member and shall have the authority to terminate the membership of any member guilty of conduct deemed to be to the detriment of the Club.

12.2

There shall be the right of appeal to the Executive Committee set up to action on its behalf, against any decision made by an officer of the Club.

12.3

The appeal should normally be considered within 14 days of it being received by the Secretary. (Guidance on disciplinary procedure is available from AENA).

## **13. Dissolution Procedures**

13.1

In the event of the Club ceasing to exist, and following the discharge of all debts and liabilities, and assets at the time of dissolution shall become the property of the AENA. No member shall obtain any asset from the Club.

### 13.2

The Club may be wound up on a resolution of the members, passed by a two thirds majority at a special meeting convened for that purpose upon the request of 10 of members of the Club. At least 21 Days notice of the meeting shall have been sent to all members of the Club

### 13.3

In the event of the passing of the resolution to wind up the Club or to amalgamate with another Club the members of the Club shall appoint a representative committee which shall be empowered to distribute the assets, including cash and investments in hand, to Clubs having similar objectives as their own.

## **14. Review of the Constitution**

### 14.1

This constitution shall be reviewed on an annual basis.

### 14.2

Amendments to the constitution shall only be agreed at AGMs or meeting called for that express purpose.

### 14.3

Additions to, or alterations of the constitution shall be submitted to the Secretary not less than 28 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 21 days before the AGM.

### 14.5

Any amendments to the proposed motion duly proposed and seconded in like manner shall be submitted in writing to the Secretary not later than 14 days before the said meeting.

### 14.6

Any alteration to the constitution shall require a two-thirds majority of members present and voting.

### 14.7

In the event of any question or matter arising, which is not provided in the constitution, such question or matter shall be dealt with by the Executive Committee, whose decision shall be final.

## **15. Equity Policy**

15.1

The Club introduced its Equity Policy which is an Addendum 1 to this Constitution

## **16. Safeguarding Children Policy**

16.1

The Club introduced its Safeguarding Children Policy which is an Addendum 2 to this Constitution

## **17. Kit Policy**

17.1

The Club introduced its Kit Policy which is an Addendum 3 to this Constitution

## **18. Fundraising Policy**

18.1

The Club introduced its Fundraising Policy which is an Addendum 4 to this Constitution

All Executive Committee members will receive a copy of this constitution when they are elected or appointed and should understand that they have a legal obligation to ensure that the club complies with it.

Signed:

Position:

Date:

Signed:

Position:

Date:

## Addendum 1

### Equity Policy Statement

- This organisation is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:  
"Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society"
- Comberton Netball Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status
- Comberton Netball Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity
- Comberton Netball Club will deal with any incidence of discriminatory behaviour seriously, according to group disciplinary procedures.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Position:

Position: Treasurer

Date: 27 April 2006

Date: 27 April 2006

## Addendum 2

### Safeguarding Children Policy

Comberton Netball Club states the following:

- To accept responsibility for providing a duty of care for children and vulnerable adults, safeguard their well being and keep them safe from abuse.
- To respect the rights, feelings and wishes of children and vulnerable adults.
- The Club will recruit, train, and supervise coaches and appropriate club members to uphold this policy in order to protect children and vulnerable adults from harm and themselves from false accusations
- To respond to disclosures, allegations and concerns promptly
- Review this policy on a regular basis but whenever appropriate, particularly in line with new guidance or legislation, a change in organisation or an incident
- Coaches and Club members involved in activities involving children and vulnerable adults will be CRB checked or sign an appropriate declaration
- Coaches and Club members involved in activities involving children or vulnerable adults will attend appropriate training courses
- Coaches and Club members who suspect or have information that abuse is taking place, has taken place or may take place shall in the first instance report to the Duty of Care Officer of the Club or a member of the Executive Committee
- The Duty of Care Officer shall report the abuse or alleged abuse to the appropriate authority. This may be Social Services or the Police, or any other appropriate authority
- The Duty of Care Officer will keep a record of any allegation of abuse in such a way as to comply with Data Protection laws. A Concern Reporting Form shall be completed to log as much information as possible.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Position:

Position: Treasurer

Date: 1 May 2008

Date: 1 May 2008

## Comberton Netball Club – Record of Concern Form

### Your Details

Name:	Contact No:
Position:	
Details of the individual at risk	
Name:	Age:      Gender:
Address:	Home Phone:
	Parent/Guardian Name:
Are there any special factors in relation to this individual? For example: religion, ethnicity, language difficulties, disabilities	
Describe what caused your concern. Give dates, times and names of individuals	
Give details of the person/persons allegedly responsible for the abuse	
Have you spoken to the individual at risk. If so, please give details of what was said	
Have you spoken to anyone else about the alleged abuse? If so, please give details of what was said.	
Please give any other information you feel is relevant.	

Signature:	Date:
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Now please pass this form to your Club Duty of Care Officer

### Addendum 3

#### Kit Policy

All members are responsible for purchasing the required kit to play for their team:

<b>Regional Squad</b>	Red dresses, red knickers
<b>Adult teams</b>	Red dresses, red knickers
<b>Junior Teams</b>	White polo shirt, Red lycra skirt, red knickers

All players playing for a league team will need to purchase appropriate kit.

Comberton Tracksuits should be purchased and worn by the Regional squad where possible and are recommended for all other players taking part in league fixtures.

For kit orders please contact [rachel.crew@frog.co.uk](mailto:rachel.crew@frog.co.uk) or on 07711 847777 or on the website at [kitsecretary@comberton-co.uk](mailto:kitsecretary@comberton-co.uk)

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Position: \_\_\_\_\_ Position: Treasurer

Date: 1 May 2008 Date: 1 May 2008

Addendum 4

Fundraising Policy

Fundraising is open to all club members

Money raised will be for the general use of Comberton Netball Club unless specifically pre-arranged with the committee.

Use of funds will be determined by the committee for the benefit of the membership.

Comberton Netball Club committee will endeavour to offer support and/or elicit help from the membership for any fundraising activity.

Comberton Netball Club committee will require fundraising activities to be appropriate and fair to all participants.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Position:

Position: Treasurer

Date: 1 May 2008

Date: 1 May 2008